



## **2023 – 2024 CATALOG**

**VOLUME 35**

**NUMBER 1**

**168 Jack Miller Blvd.  
Clarksville, TN 37042  
(931) 431-9700  
Fax: (931) 431-9771  
Email: [admissions@nci.edu](mailto:admissions@nci.edu)**

**[www.nci.edu](http://www.nci.edu)**

## TABLE OF CONTENTS

Message from the President .....	2
Purpose of this Publication .....	3
Accreditation.....	
Statement of Ownership .....	3
Authorization Statement .....	
Federal Aviation Administration Approval.....	
North Central Institute Characteristics.....	4
Professional Affiliations .....	7
Academic Calendars.....	9
Admissions Requirements & Policy.....	14
Programs.....	18
Aviation Maintenance Technician (AMT 147).....	18
Aviation Maintenance Technology (AMT 65).....	21
Associate of Applied Science Degree in Aviation Technology (AASD).....	23
Tuition, Fees and Expenses.....	25
Financial Aid.....	27
Student Information.....	52
Course Listing (All programs).....	66
Administration Staff & Faculty.....	81
Index .....	85

---

## MESSAGE FROM THE PRESIDENT

---



Welcome to North Central Institute (NCI). NCI's sound aviation maintenance curriculum is led by distinguished faculty who are experts in their fields and value teaching. Our low faculty-to-student ratio allows us to have full-time faculty teaching students in small classes and provides ample opportunities for our students.

We've been a part of the fabric of the greater Clarksville, Montgomery County Middle Tennessee community since our founding in 1988. Our collaborations with partners in education, aviation industry, and the private sector have strengthened us and the communities we serve.

The student is the most important person on our campus. We create opportunities and inspire students to achieve their goals. We recognize that in addition to our students' academic pursuits, they lead full, rich lives and need our support. Yet, North Central Institute offers more than just a great learning experience. It broadens horizons and challenges assumptions.

I encourage you to visit our campus and learn more about the opportunities available to you at North Central Institute.

Tamela Taliento  
President

## **PURPOSE OF THIS PUBLICATION**

This publication is intended as a description of the academic programs and activities of North Central Institute (NCI). This is not an offer to make a contract. NCI has made every reasonable effort to provide factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or error occasioned by mistakes.

Occasionally, changes to programs offered are appropriate or necessary. NCI retains the right to terminate or change any policies, programs, requirements, course offerings, class schedules, instructor assignments, tuition rates, fees and any and all other aspects of educational requirements at any time without prior notice.

## **STATEMENT OF OWNERSHIP**

North Central Institute, LLC (NCI) was formed under the laws of the State of Tennessee. NCI is a subsidiary of SkyWarrior Aviation Academy, LLC (a Tennessee Domestic Limited Liability Company) which is managed by Lamar Haynes, Managing Member and Chief Executive Officer. NCI is a veteran and minority owned business.

## **ACCREDITATION**

North Central Institute is accredited by The Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350; phone (770) 396-3898 / fax: 770-396-3790. North Central Institute has been reaffirmed through the year 2022. Reauthorization visit is scheduled for November 2021. Accreditations, Approvals, Authorizations, and Licenses may be viewed in the Admissions Office during business hours.

## **AUTHORIZATION STATEMENT**

North Central Institute is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility.

## **FEDERAL AVIATION ADMINISTRATION APPROVAL**

The Federal Aviation Administration (FAA) issued approval to North Central Institute to operate as an Aviation Maintenance Technician School with the ratings for Airframe, Powerplant, and Airframe & Powerplant. Approval was granted to NCI on April 10, 1998; and will continue indefinitely. NCI's Air Agency Certificate number is N4IT070K.

---

## **NORTH CENTRAL INSTITUTE CHARACTERISTICS**

---

### **HISTORY**

Dr. John McCurdy founded North Central Institute in Clarksville, Tennessee in 1988. A privately-owned institution located directly across from Gate 1 of Fort Campbell, Kentucky.

Dr. McCurdy retired from the United States Army after 27 years of service and 2 tours in Vietnam. During that time, he earned 2 Distinguished Flying Crosses, 3 Bronze Star Medals, 32 Air Medals, one with Valor device, and many more meritorious recognitions throughout his tour of duty. He was a graduate of Embry-Riddle Aeronautical University and earned a Doctorate of Education from Toledo University.



Dr. McCurdy, throughout NCI's 30 plus years of operation, applied his talents and knowledge to the establishment of an institution dedicated to helping members of the Ft. Campbell and Clarksville communities to pursue higher education and professional goals. Dr. McCurdy established scholarships, promoted sportsmanship throughout the community, donated to and volunteered for local charities and events. He forged paths of excellence and success for private post-secondary schools in Tennessee and encouraged others to participate and continue the spirit of involvement and improvement for our local schools and businesses. The impact of such an influential figure in our community is immeasurable. Dr. McCurdy's actions resonate throughout the world, as each NCI graduate pursues a career in aviation maintenance.

### **MISSION**

To provide quality education and motivation to all students, encourage the development of technical skills, professional values, and knowledge pertinent to their chosen career field.

### **VISION**

Our vision of North Central Institute (NCI) is to engage students in quality educational opportunities and manage our resources efficiently with each team member exhibiting ownership, demonstrating leadership, and promoting positive skill-oriented training and encouragement to all students.

### **GOALS AND VALUES**

- NCI aspires for its staff, faculty, and students to maintain the highest ethical values: Accountability, Integrity and Responsibility. Do the right thing, all the time, even if no one is watching.
- To develop the student's ability and critical thinking.
- To encompass educational programs reflecting student needs and evolving professional career opportunities.

## **FACILITIES**

Our 30,000 square foot facility houses our corporate offices, administrative offices, bookstore, classrooms, and aviation maintenance laboratory. Personalized classroom environments are encompassed in a state-of-the-art training facility that is handicap accessible.

## **TITLE VI, 42 U.S.C. § 2000d et seq; AGE DISCRIMINATION ACT OF 1975; EQUAL OPPORTUNITY**

Title VI, 42 U.S.C. § 2000d et seq was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities that receive federal financial assistance. The law states, in part, that: No person in the US shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance. NCI is a non-denominational, privately owned, co-educational institute of postsecondary education. NCI complies with all federal rules and regulations and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, creed, color, religion, sex, age, ethnic or national origin, military / veteran status, disability, pregnancy, sexual orientation, gender identity / expression, genetic information, or any other category protected by state and / or federal law. Inquiries or complaints regarding the non-discrimination policy should be directed to the Administrative Office.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

NCI will provide reasonable accommodations to people with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the American with Disabilities Act of 1990. Contact the Admissions Office at least two weeks before orientation or 72 hours before scheduled meetings to discuss any special accommodations that may be necessary. The point of contact is the Dean of Admissions at North Central Institute, 168 Jack Miller Blvd, Clarksville, TN 37042. Telephone (931) 431-9700

## **TITLE IX, EDUCATION AMENDMENTS OF 1972, as amended**

North Central Institute is committed to providing an educational environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

Effective August 14, 2020, The Title IX rule creates a new specific process by which postsecondary institutions must manage covered sexual harassment complaints on campus. North Central Institute will be using the training resources provided by Thompson Coburn LLP to provide training to individuals that will help administer this required process. The training provided by Thompson Coburn LLP will cover the following topics: Module 1 – An Introduction to Managing Title IX Sexual Harassment on Campus; Module 2 – Formal Complaints of Title IX Sexual Harassment; Module 3 – Title IX Investigations & Informal Resolutions; Module 4 – Title IX Hearings; Module 5 – Title IX Determinations; Module 6 – Title IX Appeals.

North Central Institute has designated the following individuals Title IV Coordinator & Title IX Decision Maker to coordinate the compliance with Title IX:

Katlyn Trammell/ Financial Aid  
Title IX Coordinator  
[finacialaid@nci.edu](mailto:finacialaid@nci.edu) / 931-431-9700

Dale Wood / Dean of Admissions  
Title IX Decision Maker  
[admissions@nci.edu](mailto:admissions@nci.edu) / 931-431-9700

In the absence of the above the President will become the interim Title IX Coordinator. This responsibility will remain in place until such position is filled.

North Central Institute will utilize assistance from the Executive office for the position of Investigator. The Investigator will assist and work with the Title IX Coordinator in conducting a fair, objective, and impartial investigation.

Patricia Bell / Comptroller  
Title IX Investigator  
[pbell@nci.edu](mailto:pbell@nci.edu) / 931-431-9700

All Title IX Administrators will be required to complete each module provided by Thompson Coburn training.

## **PROFESSIONAL AFFILIATIONS**

---

- ➔ American Association of Collegiate Registrars and Admissions Officers
- ➔ Army Aviation Association of America (Individual Membership)
- ➔ Association of Veterans Education Certifying Officials
- ➔ Association for Women in Aviation Maintenance (Individual Membership)
- ➔ Aviation Technician Education Council
- ➔ Better Business Bureau
- ➔ Christian County Chamber of Commerce
- ➔ Clarksville Chamber of Commerce
- ➔ Council on Occupational Education
- ➔ Federal Aviation Administration
- ➔ Northrop Rice Foundation
- ➔ Professional Aviation Maintenance Association
- ➔ Rotary (Individual Membership)
- ➔ Screaming Eagle 101<sup>st</sup> Airborne Division Association (Individual Membership)
- ➔ Society for Human Resource Management (Individual Membership)
- ➔ Stewart County Chamber of Commerce
- ➔ Tennessee Association for Student Financial Aid Administrators
- ➔ Tennessee Association of Collegiate Registrars and Admissions Officers
- ➔ Tennessee Association of Independent Colleges and Schools
- ➔ Tennessee Higher Education Commission
- ➔ Tennessee Proprietary Business School Association
- ➔ Women in Aviation International (Individual Membership)



---

## LETTER OF UNDERSTANDING / CONTRACTS

---

- **DEPARTMENT OF DEFENSE (DOD) VOLUNTARY EDUCATION PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU)**

NCI is a member of the DOD Voluntary Education Partnership. An MOU was jointly signed with the agreement renewed on June 18, 2014, a consortium of institutions pledged to be reasonable in working with Service Members, their family members and veterans trying to complete educational goals while pursuing demanding, transient careers. We are committed to easing the transfer of relevant course credits, provide flexible academic residency requirements and award credit from appropriate military training and work experiences.

- **AGREEMENT WITH ELKINS INSTITUTE**

NCI has an agreement with Elkins Institute as a Federal Communications Commission examiner for all elements and is authorized to conduct classes for Elements 1, 3, and 8.

- **WORKFORCE INVESTMENT ACT (WIA)**

WIA has an agreement with NCI to provide training for unemployed adults and dislocated workers who cannot obtain employment leading to self-sufficiency. To qualify for training, the individual must possess the skills to complete the training program, select a training program that is linked to job vacancies in the area, demonstrate financial need and meet state and local requirements. WIA may pay fees for qualified applicants including tuition, books, computerized testing fees and oral and practical examination fees for the qualified programs.

**ACADEMIC CALENDAR**  
**2023-2024 SCHEDULE**  
Schedule subject to change without notice.

<b>Term – Winter 2023</b> January 24 – February 1, 2023	<b>(WI-23)</b> Advising & Registration	<b>Term – Spring 2023</b> May 30 – June 7, 2023	<b>(SP-23)</b> Advising & Registration
February 2, 2023	Late Registration	June 8, 2022	Late Registration
February 6, 2023	Classes Begin	June 12, 2023	Classes Begin
May 29, 2023	End of Term	September 22, 2023	End of Term
<b>Term – Fall 2023</b> September 25 – October 3, 2023	<b>(FA-23)</b> Advising & Registration	<b>Term – Winter 2024</b> January 30 – February 7, 2024	<b>(WI-24)</b> Advising & Registration
October 4, 2023	Late Registration	February 8, 2024	Late Registration
October 10, 2023	Classes Begin	February 12, 2024	Classes Begin
January 26, 2024	End of Term	May 24, 2024	End of Term
<b>Term – Spring 2024</b>	<b>(SP-24)</b>	<b>Term – Fall 2024</b>	<b>(FA-24)</b>
May 28 – June 5, 2024	Advising & Registration	September 24 – October 2, 2024	Advising & Registration
June 6, 2024	Late Registration	October 3, 2024	Late Registration
June 10, 2024	Classes Begin	October 7, 2024	Classes Begin
September 20, 2024	End of Term	January 24, 2025	End of Term

**AVIATION MAINTENANCE TECHNICIAN (AMT 147)  
2023-2024 SCHEDULE**

**DAY TERM:** Classes meet 7:30 a.m. - 3:00 p.m. Morning class is held from 7:30 – 11:00 a.m. Afternoon class is held from 11:30 a.m. – 3:00 p.m.  
**NIGHT TERM:** Classes meet from 6:00 p.m. - 9:30 p.m.  
**ADD/DROP PERIOD:** Add/drop ends the second day of class.  
**ORIENTATION:** 9 a.m. & 5 p.m. on the specific dates listed below.

<b>DATES</b>	<b>DAY TERM</b>
December 12, 2022-March 28, 2023 Orientation – <b>December 2, 2022</b>	G1-21D-12 General A1-21D-12 Airframe P1-21D-12 Powerplant
March 31, 2023-July 10, 2023 Orientation – <b>March 10, 2023</b>	G1-22D-03 General A1-22D-03 Airframe P1-22D-03 Powerplant
July 13, 2023-October 19, 2023 Orientation – <b>June 23, 2023</b>	G1-22D-07 General A1-22D-07 Airframe P1-22D-07 Powerplant
October 24, 2023-February 12, 2024 Orientation – <b>October 6, 2023</b>	G1-22D-10 General A1-22D-10 Airframe P1-22D-10 Powerplant
February 15, 2024-May 23, 2024 Orientation – <b>February 2, 2024</b>	G1-22D-02 General A1-22D-02 Airframe P1-22D-02 Powerplant
May 29, 2024-September 5, 2024 Orientation – <b>May 17, 2024</b>	G1-23D-05 General A1-23D-05 Airframe P1-23D-05 Powerplant
September 10, 2024-December 19, 2024 Orientation – <b>August 30, 2024</b>	G1-23D-09 General A1-23D-09 Airframe P1-23D-09 Powerplant

**\*NOTE:** Late Term Registration will be the first week of the term  
**SCHEDULE IS SUBJECT TO CHANGE WITHOUT NOTICE**

## AVIATION MAINTENANCE TECHNOLOGY (AMT 65)

**ADD/DROP PERIODS END:** First day of class. Withdrawal fees will apply.

### 2023 – 2024 SCHEDULE

<b>MINI-TERM (9 Days)</b>	<b>DATES(Saturday/Sunday)</b>	<b>REGISTRATION DEADLINE</b>
P65.23M.08	August 12 – 20, 2023	July 31, 2023
P65.23M.09	September 9-17, 2023	September 1, 2023
P65.23M.10	October 14 – 22, 2023	October 6, 2023
P65.23M.11	November 11 – 19, 2023	November 3, 2023
P65.23M.12	December 2 – 10, 2023	November 22, 2023
P65.23M.01	January 13 – 21, 2024	January 5, 2024
P65.23M.02	February 10 – 18, 2024	February 2, 2024
P65.23M.03	March 9 – 17, 2024	March 4, 2024
P65.23M.04	April 13 – 21, 2024	April 5, 2024
P65.23M.05	May 11 – 19, 2024	May 03, 2024
P65.23M.06	June 8 – 16, 2024	May 31, 2024
P65.23M.07	July 13 – 21, 2024	July 5, 2024
P65.24M.08	August 10 – 18, 2024	August 2, 2024
P65.24M.09	September 14 – 22, 2024	September 6, 2024
P65.24M.10	October 12 – 20, 2024	October 4, 2024
P65.24M.11	November 9 – 17, 2024	November 1, 2024
P65.24M.12	December 7 – 15 , 2024	November 27, 2024
P65.24M.01	January 11 – 19, 2024	January 3, 2025
P65.24M.02	February 8- 16, 2025	January 31, 2025
P65.24M.03	March 8 – 16, 2025	February 28, 2025
P65.24M.04	April 12 – 20, 2025	April 4, 2025
P65.24M.05	May 10 – 18, 2025	May 2, 2025
P65.24M.06	June 14 – 22, 2025	June 6, 2025
P65.24M.07	July 12 – 20, 2025	July 3, 2025

**ACADEMIC COURSE  
FEDERAL COMMUNICATIONS COMMISSION  
2023 - 2024 SCHEDULE**

<b>TERM</b>	<b>DATES (Sat /Sun)</b>	<b>REGISTRATION DEADLINE</b>
FCC.23.01	January 28 – 29, 2023	January 13, 2023
FCC.23.04	April 22 – 23, 2023	April 10, 2023
FCC.23.07	July 22 – 23, 2023	July 10, 2023
FCC.23.10	October 28 – 29, 2023	October 16, 2023
FCC.24.01	January 27 – 28, 2024	January 12, 2024
FCC.24.04	April 27 – 28, 2024	April 15, 2024
FCC.24.07	July 27 – 28, 2024	July 15, 2024
FCC.24.10	October 26 – 27, 2024	October 11, 2024

**ADD/DROP PERIOD ENDS:** The first day of class  
**Withdrawal fee will apply**  
**SCHEDULE IS SUBJECT TO CHANGE WITHOUT NOTICE**



## **NORTH CENTRAL INSTITUTES OBSERVED HOLIDAYS**

### **The following days are designated holidays for 2023**

New Year's Day	Sunday, January 1, 2023
Martin Luther King Day	Monday, January 16, 2023
President's Day	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Veteran's Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Break	Monday, December 25, 2023– Friday, December 29, 2023

---

### **The following days are designated holidays for 2024**

New Year's Day	Monday, January 1, 2024
Martin Luther King Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Break	Monday, December 23, 2024– Friday, December 27, 2024

---

---

## ADMISSION TO NORTH CENTRAL INSTITUTE

---

NCI provides instructional training and education to all qualified applicants without regard to their race, color, sex, religion, national origin, age, or disability.

Prospective students may obtain applications by calling the Admissions Office, (931) 431-9700, from our website <http://www.nci.edu>, e-mail: [admissions@nci.edu](mailto:admissions@nci.edu), or by writing to / visiting:

North Central Institute  
Admissions  
168 Jack Miller Blvd  
Clarksville, TN 37042  
(931) 431-9700

If you are planning on using Tuition Assistance our Admission Department can walk you through the process.

Employees / students are held responsible for being acquainted with the requirements for completion / graduation and for arranging courses of study. NCI representatives will assist the student in every way possible; the student is responsible for meeting all program requirements.

Attendance at NCI may be forfeited or revoked at any time to student(s) who refuse or fail to comply with regulations and standards.

### ADMISSION REQUIREMENTS & POLICY

Applicants are required to be a graduate of an accepted accredited high school or have satisfied graduation requirements through the General Education Development test (GED) / High School Equivalency Test (HiSET). Exceptions are made in some certificated programs / courses for escrow students.

- 1) Admission:
  - a. Complete an application
  - b. Pay \$50.00 non-refundable application fee
  - c. Submit official high school / GED transcript, or HiSET score report. Official military documents (i.e., STP (formerly ERB), and DD-214) are also accepted for proof of high school completion
  
- 2) English / Math Proficiency Requirements:

Students must demonstrate proficiency in basic reading, English, grammar, and math skills prior to enrolling. One of the following will determine demonstrated proficiency:

  - a. Satisfactory American College Test (ACT) or Scholastic Aptitude Test (SAT) scores in English and math
    - i. Enhanced American College Test (ACT): 19 Composite
      - a) English Composition: 18
      - b) College Algebra: 22
    - ii. Combined Scholastic Aptitude Test (SAT): 720
  - b. Transferred courses from accepted accredited, postsecondary institutions in first-level English and / or math
  - c. A passing score in CLEP or DSST examination in English and / or math.

- d. Successful completion of NCI's Proficiency Review Exam
- 3) Non-Program Status Application:  
Students desiring to take courses with NCI, but not be admitted to a program:
- Are required to submit an Application to NCI, official high school transcripts, GED transcript, and pay non-refundable application fee
  - May take up to nine semester hours of credit. Once nine semester hours have been completed, a program must be declared
- 4) International Applicant / Foreign Students:
- Submit an NCI Application
  - Submit a non-refundable application fee
  - Submit proof of financial support
  - Request official transcripts to be sent to North Central Institute 168 Jack Miller Blvd, Clarksville, TN 37042
  - Submit Test of English as a Foreign Language (TOEFL) with a minimum score of 500 and declare a program of study
  - Admissions issues I-20 forms for students who apply for a full-time program when all the required materials have been received. If applicant is already in the U.S. on an F-1 / M-1 visa and wants to transfer to NCI, a new I-20 will need to be issued by NCI
  - The I-20 form should be taken to the Consular Office in the applicant's country. The Consular Officer determines the applicant's intent for entering the U.S. If the applicant is found to be a bona fide student and intends to return to his / her home country, permission will be granted to study abroad
  - After being admitted into the U.S., the applicant should bring his / her passport, visa certificate, and I-94 form to the Finance and Admissions Department at NCI
  - Contact Admissions for further instructions or applicable fees
- 5) Escrow Applicant:  
NCI offers high school students in grades 9-12 the opportunity to pursue an FAA Airframe and / or Powerplant (A&P) Certificate. Students desiring to be admitted into the FAA Aviation Maintenance Technician Program as an escrow applicant must:
- Complete an NCI Application and submit a non-refundable application fee
  - Be enrolled in high school (minimum GPA of 2.0) and have parental approval
  - Meet the minimum age requirement for FAA certification (18 years of age) on or before the full program is completed
- Upon satisfactory completion of high school, submission of official high school transcript is required.
- 6) Denied Admission:  
In the event NCI denies a student's application, the student will receive a refund of all monies paid, less the application fee. In the event the applicant cancels this enrollment agreement within three (3) business days of signing, all monies paid to NCI will be refunded and the unpaid balance will be canceled. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. An applicant requesting cancellation of this enrollment agreement after three (3)



business days of signing, but prior to the start of instruction is entitled to a full refund of any monies paid, less the non-refundable application fee.

7) Re-Admission Applicant:

- a. A student is considered a re-admission applicant if he / she attended NCI previously but did not attend the preceding semester. If courses have been taken at another post-secondary institute since attending NCI, the student must request an official transcript be sent to NCI. A student not enrolled at NCI for a period of one or more years will need to complete a new application, pay the current non-refundable application fee; and will then be guided by the current catalog
- b. NCI will readmit any Service member with the same status that they had when last attending school due to a military service obligation



## **RESIDENCY**

Residency is required for the Aviation Maintenance Technician & Aviation Maintenance Technology Certificate Programs. Residency at NCI is not required to be admitted into and complete a degree. Degree requirements may be met through learning assessment of military training and experience, examinations such as CLEP / DANTES, or credit transfer from other acceptable sources and / or schools. Associate degree students must complete 18 SH through attendance at NCI, transfer in from accepted accredited institutions or standardized examinations administered through DANTES, CLEP, Excelsior College, or other standardized examinations recognized and evaluated by the American Council on Education (ACE).

A student must update his / her program evaluation at least once a year (from the date of admission into the program) to remain active. If one-year lapses with no record activity, the student must re-apply for admission to the program and will be subject to the catalog in effect at that time.

### **ATTENDANCE POLICY**

Attendance is expected in all courses (AMT 147 students have specific requirements).

Absences may negatively impact your grade. A student who misses a final exam may be assigned a grade of “F” for the course. Absences such as oversleeping, vacation and transportation issues are considered unexcused. Considerations are made for the following types of excused absences:

- Direct participation in NCI approved student activities.
- Inclement weather—hazardous snow conditions. The burden of proof is on the student.
- Extenuating circumstances beyond the control of the student (i.e., hospitalization, military deployment); validation of the absence is required.

### **INCLEMENT WEATHER & CLASS INTERRUPTION POLICY**

When NCI delays or cancels classes due to inclement weather or other interruptions, the course may be extended. AMT 147 classes are made up on scheduled make-up days.

Instructors for all other courses will determine how missed information will be disseminated. NCI announces school closings through local media on News Channels 2 & 4, One Call Now, a phone messaging system, and through social media. Students and employees must use their own discretion for attendance on days when NCI remains open during inclement weather. If a student does not attend due to weather conditions, the time must be made up on the scheduled make-up days and make-up fees may apply.

### **STUDENT ATTIRE**

- 1) Students are expected to present themselves in a neat and clean appearance.
- 2) AMT 147 students wear black T-shirts with the NCI logo.
- 3) Long pants are required, no shorts or sweatpants. All shirts must have sleeves, i.e., no tank tops.
- 4) Clothing with large tears or holes is not allowed; excessively loose or baggy clothing (i.e., sweatshirts) is not permitted.
- 5) Closed Toe Shoes MUST BE worn at all times (breaks and lunches included).
- 6) Clothing that exhibits obscene language or pictures are not permitted.
- 7) No jewelry will be worn in the lab.
- 8) Facial hair must be neat and trim, not to exceed 1” in length.
- 9) Hair must be either trimmed to a suitable length or restrained in such a manner that it cannot be caught in machinery.
- 10) Safety glasses / goggles must be worn in the lab and / or when working on projects.
- 11) Any student who shows up for class not in compliance with the dress code or hygiene will be asked to leave and can return when proper attire and hygiene requirements have been met. Make-up time will be charged for the time missed.
- 12) The faculty and administration of NCI will determine whether a student is upholding the Institute image.

---

## PROGRAMS

---

### AVIATION MAINTENANCE TECHNICIAN PROGRAM (AMT 147)

#### **Certificate 17 MONTHS**

Program Objective: The Aviation Maintenance Technician (AMT 147) Program imparts knowledge and skills to those striving to become aircraft technicians or for career enhancement in aviation and related industries.

Instruction includes the use of button head and countersunk rivets, the requirements of maintaining reciprocating and turbine engines ensuring airworthy condition, timing a magneto internally and timing a magneto to a reciprocating engine, perform compression testing, proper maintenance entries, proper use of 337 (major repair and alteration), writing airworthy letters, utilizing reference material such as; 14 CFR (Code of Federal Regulations), FAA-H-8083-30 (General Handbook), FAA-H-8083-31 (Airframe Handbook, volumes 1 and 2), FAA-H-8083-32 (Powerplant Handbook, volumes 1 and 2), AC43.13 (Advisory Circulars, Acceptable Methods).

The focus is on theory, concepts, and hands-on skills essential for maintenance requirements and keeping aircraft in an airworthy condition. Students are eligible to take the corresponding FAA examinations are taken at various benchmarks throughout the program should FAA certification be desired. The Program is approximately 17 months for full-time Day students, and 34 months for full-time Night students.

The program is comprised of 56 SH:

General – 12 SH (420 instructional hours) consisting of 12 courses

Airframe – 22 SH (770 instructional hours) consisting of 22 courses

Powerplant – 22 SH (770 instructional hours) consisting of 22 courses

The Aviation Maintenance Technician program contains approximately 40% lecture and 60% lab and hands-on instruction. A list of all courses in this program can be found within this publication. Transferring credits from one NCI program to another is authorized based on course and program applicability. An integrated part of instruction is to ensure job related health, safety, and fire prevention is addressed in each program.

#### Certification

Although students can be employed within the aviation field without additional credentials upon program completion, most companies prefer for a student to complete the Federal Aviation Administration certification. For a student to earn their certification the student will need to complete the following:

- 1) Complete the hours and curriculum of an approved FAA 147 program
- 2) Complete the required written testing for General, Airframe and/or Powerplant (depending on the FAA certification, i.e., Airframe or Powerplant or both).
- 3) Complete the Oral & Practical exam with an FAA approved Designated Mechanic Examiner (DME).

## REQUIRED MATERIALS

**Textbooks**

**Pencils, Pens**

**Highlighter in yellow only**

**College / Wide ruled paper**

Electronic device capable of accessing the internet has storage abilities, word documents and PDF viewer, email access, and other functions necessary for course work. Must be able to access **www.FAA.gov**. Examples include but not limited to laptop, net book, iPad, etc.

### Supplies needed for 1<sup>st</sup> day

**Paper without lines (for drawing course)**

**Calculator – Casio FX-115ES PLUS**

**Hearing Protection – Earmuffs & Ear Plugs**

**Safety Glasses**

## ATTENDANCE

AMT 147 students are expected to attend all classes they are registered for. Students should be on time and not leave early. One minute after the start of each class, including after breaks, a student will be considered tardy (late for class). Tardiness will be recorded as time missed. **ALL** time missed **MUST** be made up.

A student who misses over 300 minutes of a course will receive an “F”. Exceptions to this or NCI’s attendance policy will be at the discretion of NCI’s President, provided acceptable documentation (i.e., doctor’s note, accident report, court summons, military orders, etc.) is provided.

A student who misses the first two days of class (420 minutes per class) with no advance notice will be considered a no-start. The courses will be dropped and will not be reflected on the student’s transcript or calculated into the GPA.

## MAKE-UP TIME

Make-up Time Requirement: **ALL** time missed **MUST** be made up. Make-up time or work must be completed for a grade. At the end of the make-up time period, students may receive a failing grade if all time and / or designated course assignments are not completed.

Student Responsibilities: If caught up on all missed assignments during the make-up time, the student may be assigned other aviation related tasks.

Students will have two (2) days following the end of class in which time was missed to complete all course requirements. All time must be made up on scheduled make-up days and / or during allotted time frames.

## GRADES

To successfully complete an AMT 147 course a student must, at a minimum, obtain an overall percentage grade of 70%; the final exam and practical project(s) must each have a minimum passing score of 70% and all required assignments, practical projects, tests and time must be complete.

Currently, NCI’s AMT 147 overall course grade is calculated by averaging the final exam, practical projects (if any), workbook, and other quizzes, assignments and participation points. For courses that contain practical projects/workbooks the weight of each area is: final exam – 45%, practical project(s) / workbooks - 45% and other assignments – 10%; for any course without practical

projects/workbooks; the final exam is weighted at 90% and the other assignments 10% of the course overall grade.

A minimum score of 70% on each exam is required to successfully pass the exam. Alternative testing may be administered if the student does not take the final exam on the scheduled day. If a student fails the initial final exam, a retest is scheduled with either the instructor or an administrative employee. A student taking an exam on any day other than the scheduled test day, or a retest will receive a 10-point reduction on the test; he / she cannot fail due to the point reduction. A student who makes between a 70% and 80% will receive a 70% as the test score.

---

**AVIATION MAINTENANCE TECHNOLOGY (AMT 65)  
CERTIFICATE  
FOUR WEEKS (NIGHTS & WEEKENDS)  
9 DAYS**

---

Program Objective: The Aviation Maintenance Technology (AMT 65) Program is designed to enhance aviation maintenance knowledge in the areas of General, Airframe, and / or Powerplant theory and hands-on skills.

Any student desiring FAA certification using their experience needs to review the Federal Aviation Regulations Part 65.

Instruction includes the use of button head and countersunk rivets, the requirements of maintaining reciprocating and turbine engines ensuring airworthy condition, timing a magneto internally and timing a magneto to a reciprocating engine, perform compression testing, proper maintenance entries, proper use of 337 (major repair and alteration), writing airworthy letters, utilizing reference material such as; 14 CFR (Code of Federal Regulations), FAA-H-8083-30 (General Handbook), FAA-H-8083-31 (Airframe Handbook, volumes 1 and 2), FAA-H-8083-32 (Powerplant Handbook, volumes 1 and 2), AC43.13 (Advisory Circulars, Acceptable Methods).

**Certification**

Although students can be employed within the aviation field without additional credentials upon program completion, most companies prefer for a student to complete the Federal Aviation Administration certification. For a student to earn their certification the student will need to complete the following:

Visit with the FAA to determine if student is qualified for 8610-2

**§65.71 Eligibility requirements: General**

- a) To be eligible for a mechanic certificate and associate ratings, a person must –
  - (1) Be at least 18 years of age.
  - (2) Be able to read, write, speak, and understand the English language, or in the case of an applicant who does not meet this requirement and who is employed outside of the United States by a U.S. air carrier, have his certificate endorsed “Valid only outside the United States”.
  - (3) Have passed all the prescribed tests within a period of 24 months; and
  - (4) Comply with the sections of this subpart that apply to the rating he seeks
- b) A certificated mechanic who applies for an additional rating must meet the requirements of §65.77 and, within a period of 24 months, pass the tests prescribed by §§65.75 and 65.79 for the additional rating sought. in accordance with Federal Aviation Regulation (FAR) 65.71, (a), (2).

**§65.75 Knowledge Requirements**

- a) Each applicant for a mechanic certificate or rating must, after meeting the applicable experience requirements of § 65.77, pass a written test covering the construction and maintenance of aircraft appropriate to the rating he seeks, the regulations in this subpart,

and the applicable provisions of parts 43 and 91 of this chapter. The basic principles covering the installation and maintenance of propellers are included in the powerplant test.

- b) The applicant must pass each section of the test before applying for the oral and practical tests prescribed by § 65.79. A report of the written test is given to the applicant upon completion of the exam.

#### §65.77 Experience requirements

Each applicant for a mechanic certificate or rating must present either an appropriate graduation certificate or certificate of completion from a certificated aviation maintenance technician school or documentary evidence, satisfactory to the Administrator, of -

- a) At least 18 months of practical experience with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or altering airframes or powerplants appropriate to the rating sought; or
- b) At least 30 months of practical experience concurrently performing the duties appropriate to both the airframe and powerplant ratings.

#### §65.79 Skill requirements

Each applicant for a mechanic certificate or rating must pass an oral and a practical test on the rating he seeks. The tests cover the applicant's basic skill in performing practical projects on the subjects covered by the written test for that rating. An applicant for a powerplant rating must show his ability to make satisfactory minor repairs to, and minor alterations of, propellers.

The program is comprised of 5.5 SH:

General – 1.5 SH (28 instructional hours)

Airframe – 2.0 SH (30 instructional hours)

Powerplant – 2.0 SH (30 instructional hours)

---

## **ASSOCIATE OF APPLIED SCIENCE DEGREE IN AVIATION TECHNOLOGY (AASD) (62 SH)**

---

Program Objective: The Associate of Applied Science Degree in Aviation Technology provides a general undergraduate education in aviation and increases the potential for career advancement.

Students qualify for a wide variety of careers in the Aviation / Aerospace industry, or for those students who are employed in an aviation-related area; this degree will provide the knowledge and college credentials needed to be competitive for advancement or promotion. The AASD Program is 24 months long.

### **GENERAL EDUCATION COURSE REQUIREMENTS:**

#### **English / Communications** **6 SH**

ENGL-221 English Composition I

ENGL-222 English Composition II

or

ENGL-223 Technical Report Writing

#### **Humanities / Arts** **3 SH**

SPCH-224 Public Speaking

or

One of the following acceptable disciplines: Foreign Language, Literature, Music Philosophy, Speech, Religious Studies, Humanities, Art, Dance, Drama, Fine Arts, Photography

#### **Behavioral / Social Sciences** **3 SH**

PSYC-216 Introduction to Psychology

or

SOCI-218 Introduction to Sociology

or

ECON-201 Principles of Microeconomics

or

ECON-202 Principles of Macroeconomics

or

One of the following acceptable disciplines: Anthropology, Economics, Ethnic Studies, Geography (excluding Physical), Government, History, Human Relations, Political Science

#### **Natural / Applied Sciences** **3 SH**

PHYS-210 Applied Physics

or

One of the following acceptable disciplines: Anatomy, Astronomy, Biology, Chemistry, Earth Science, Environmental Studies, Genetics, Geology, Natural Science, Physical Geography, Physical Science, Physics, Physiology, Plant Sciences, Zoology

#### **Business / Computer Science** **3 SH**

BUSI-103 Introduction to Business

or

COMP-101 Introduction to Computers

or

ACCT-101 Principles of Accounting I

or

ACCT-201 Principles of Accounting II

or

BUSI-104 Business Law

or

MRKT-225 Principles of Marketing

or

MGMT-201 Principles of Management

or

One of the following acceptable disciplines: Accounting, Management, Marketing, Business, or Computer Sciences



<b>Mathematics</b>	<b>3 SH</b>
MATH-201 College Algebra I	<u><b>or</b></u>
MATH-202 College Algebra II	<u><b>or</b></u>
College-level Mathematics (that is not a remedial or preparatory course)	
<b>GENERAL EDUCATION CREDIT SUB-TOTAL:</b>	<b>21 SH</b>
<b>AVIATION CONCENTRATION</b>	<b>18 SH</b>
<b>AVIATION ELECTIVES</b>	<b>12 SH</b>
<b>OPEN ELECTIVES</b>	<b>11 SH</b>

Requirements: 18 SH must be completed through NCI or an acceptable accredited institution, or examinations administered through DANTES, CLEP. NCI has no residency requirements for the AASD program.

**Total Semester Hours Needed to Complete Degree: 62 SH**

*For the Aviation concentration, FAA certificates, licenses, and/or military/civilian aviation work experience and training may complete requirements; documentation should be submitted for credit review and substitution/ equivalency eligibility.*

---

**TUITION, FEES AND EXPENSES (Subject to change without notice)**

---

Application Fee .....	\$50.00
(Non-Refundable - for all courses and programs, accompanies application)	
<b>Aviation Maintenance Technician Program (AMT 147)</b>	
Tuition for General / Airframe / Powerplant (\$292.00 per course x 56 courses).....	\$16,352.00
Make-Up Time (per 15 minutes).....	\$10.00
Textbooks .....	Up to \$675.00
Auditing Fee (plus cost of books for course).....	\$120.00
Lab / Technology Fee (Non-Refundable mandatory).....	\$1,450.00
Black T-shirts with NCI Logo (required) .....	\$11.00 – \$15.00
<b>Aviation Maintenance Technology Program (AMT 65) – \$150.00 per semester hour</b>	
GAP-100...5.5 semester hours.....	\$825.00
GA-101 ....3.5 semester hours.....	\$525.00
GP-102 ....3.5 semester hours.....	\$525.00
AR-103 ....2.0 semester hours.....	\$300.00
AP-104 ....2.0 semester hours.....	\$300.00
Textbooks.....	Up to \$675.00
Audit fee GAP / LABS.....	\$400.00*
Audit fee GA or GP / LABS .....	\$225.00*
Auditing fee AF or PP /LAB.....	\$150.00*
*Labs fees only apply if taken within 24 months of course completion*	
<b>Associate Degree / Academic Courses (except FCC)</b>	
Tuition - per semester hour .....	\$75.00
(See Tuition cost for Aviation Maintenance programs)	
Book Rental Fee(s).....	\$20.00-\$30.00
Note: Tuition does not include book costs or testing fees for any course or program	
Tuition refunded according to program refund policy.	
FCC Courses	
General Radiotelephone Operator Certificate (Elements 1 & 3) .....	\$400.00
General Radiotelephone Operator Certificate with Radar Endorsement.... (Elements 1, 3, & 8) .....	\$500.00
Radar Endorsement (Element 8 only) .....	\$150.00
Book rental (all elements) .....	\$20.00
Exam fee (Elements 1 & 3 only) .....	\$135.00
Exam fee (Element 8 only) .....	\$75.00
Exam fee (Element 1, 3, & 8) .....	\$185.00

**Service Fees (non-refundable)**

Change of Program .....	\$30.00
Class Change (Add / Drop).....	\$20.00
Credit by Examination ... (per semester hour).....	\$75.00
Credit Inventory Evaluation Update .....	\$150.00
Credit Inventory Official Evaluation with Transcript .....	\$275.00
Graduation Fee (AMT 147 & AASD).....	\$250.00
Late Registration .....	\$10.00
Official Transcript .....	\$10.00
Outgoing Faxes.....	\$15.00
Premium fee (in addition to credit inventory official evaluation fee).....	\$100.00
Priority Mail / Handling Fee.....	\$10.00
Student ID Card (additional).....	\$35.00
Unofficial Evaluation.....	\$75.00
Unofficial Evaluation upgrade to Official Evaluation with Transcript.....	\$200.00
Withdraw- Admin Maintenance Fee.....	\$100.00

**Examination Fees (non-refundable)** – Independent from NCI; fees are subject to change at any time by independent agency.

PSI – per exam .....	Up to \$200.00 each
DME fee – Contact DME for specifics.....	Range From \$1200.00- \$2000.00

**ACADEMIC BOOKS AND SUPPLIES**

The cost of books per semester depends upon course load and range from \$15.00 - \$150.00. This cost can vary from semester to semester depending upon the books purchased and may be reduced by the purchase of used textbooks.

**DESIGNATED POINTS OF CONTACTS**

Contact the Financial Aid Department for funding / financial advising for your program.

Contact the Registrar for academic advising / completion of program.

Contact the Admissions Department for initial program counseling for students & Service members including disability counseling to assist with program completion and for job search activities.

**TUITION AND FEE PAYMENTS**

Students may pay tuition by installments for the Associate of Applied Science Degree and Aviation Maintenance Technician (AMT 147) Programs.

The tuition payment agreement will clearly explain the terms and conditions of payment. If a student has a balance due their transcript will be notated “STUDENT NOT IN GOOD STANDING”.

Students who expect to receive financial assistance are still responsible for all charges not paid by the funding agency.

- 1) A tuition charge is created each semester the student enrolls in classes and is based on the current per semester hour charge multiplied by the number of hours the student pursues. The semester tuition is due at the beginning of each term.

- 2) A tuition charge / fee is created for each program / course the student registers. The tuition / fee is due at the beginning of the program or course.

---

## FINANCIAL AID

---

- 1) **Financial Aid Office** - Contact the Financial Aid Department for funding / financial advising for your program. The Financial Aid Department is available to all students to determine eligibility for federal and state financial aid to include, but not limited to, Pell Grants and Student Loans. After hour appointments may be scheduled by calling (931) 431-9700 during regular business hours.
- 2) **Free Application for Federal Student Aid (FAFSA)** (<https://studentaid.gov/h/apply-for-aid/fafsa>) The current Student Guide to Financial Aid issued by the U.S. Department of Education (DOE) provides information regarding financial aid programs and their requirements.
- 3) **Title IV Financial Aid Programs** - Federal Pell Grant - The Pell Grant is an entitlement grant based upon the information provided by the student (and parent, if applicable) on the Free Application for Federal Student Aid (FAFSA), and the cost of attendance, full or part-time status, enrollment for a full academic year or less. All applicants are encouraged to apply for the Federal Direct Loans listed below before applying for private loans.
  - a. **William D. Ford Federal Direct Loan** – (<https://studentloans.gov>) Subsidized Stafford Loan – The Subsidized Stafford Loan is a loan awarded based on financial need that must be repaid. The federal government pays the interest on this loan until the student enters repayment or during authorized periods of deferment.
  - b. **William D. Ford Federal Direct Loan** - (<https://studentloans.gov>) Unsubsidized Stafford Loan – The Unsubsidized Stafford Loan is a loan that is not awarded based on financial need and must be repaid. Interest is charged from the time the loan is disbursed until it is paid in full. If the interest is allowed to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.
  - c. **PLUS Loan** – (<https://studentloans.gov>) PLUS loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. PLUS, loans must also be repaid, generally beginning within 60 days after the final loan disbursement for the period of enrollment for which the loan was borrowed.
  - d. **Tennessee Student Assistance Corporation (TSAC)** - TSAC administers the Tennessee State Grant Program to Tennessee students attending Tennessee schools. Eligibility for these grants is determined by completing the Free Application for Federal Student Aid (FAFSA). (<https://studentaid.gov/h/apply-for-aid/fafsa>) Grants are awarded based on financial need and cost of attendance.
- 4) NCI offers two types of institute scholarships: The **John D. McCurdy Founder Scholarship** and the **Keith Svadba Memorial Scholarship**. Both are available on an annual basis and are not need-based. (See Scholarship Information in Catalog)
- 5) **Tuition Assistance (TA)**: ([https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-\(TA\)](https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-(TA))) Active-duty personnel need to visit their local Education Center, ESO, military counselor; for advisement and approval prior to enrolling in any

course. Our admissions department is here to walk you through the TA process. (See Tuition Assistance Benefits in Catalog)

- 6) **Unlawful Substances** - Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq) mandates that students receiving Pell Grants must comply with certain requirements. As set out more fully in Section 5301 of the Anti-Drug Abuse Act of 1988, Federal and State judges are authorized to deny certain Federal benefits (including student financial assistance under Title IV of the Higher Education Act of 1965 as amended, (34 CFR 668.34) to individuals convicted of drug trafficking or possession of a controlled substance.

### **Steps in the Financial Aid Process:**

- 1) Applying for Aid
  - To search for external scholarship opportunities, visit [www.fastweb.com](http://www.fastweb.com)
  - To apply for federal grants and loans, visit <https://studentloans.gov>  
The federal school code for North Central Institute is 030791
  - To apply for federal aid online, you must apply for and receive an FSA ID at <https://studentaid.gov/fsaid>
- 2) Admission and Enrollment
  - Students must complete the admissions process and enroll in classes in order to be awarded Federal Aid.
- 3) Financial Aid File
  - Once NCI receives and reviews your FAFSA, additional documents may be needed. It is important to monitor your FAFSA email frequently for requests for additional information or documents. Your financial aid file must be complete before the review process begins; a file is considered complete when you are enrolled and all official transcripts and requested documents are on file with NCI Admissions and/or Financial Aid Department. Normal processing times (subject to volume during peak enrollment periods):
    - Students not selected for verification – allow 10 business days from file completion date
    - Student selected for verification – allow 15 business days from file completion date
- 4) Types of Aid
  - Various types of federal aid are available to assist with education costs to those who qualify. Federal aid may be in the form of grants or loans. Grants are a type of aid that does not require payback; grants include Pell and Academic Competitiveness Grant. Loans are a type of aid that does require payback. It is important to understand your options and your obligations regarding federal aid. For more information, visit <https://studentloans.gov>
- 5) Award Notification
  - Award notification is sent to your FAFSA email; make sure you monitor your email frequently. Federal loans require a formal acceptance or decline. If you accept student loans you must complete Loan Entrance Counseling (each academic year) at <https://studentloans.gov>
  - All grant awards are accepted on your behalf and require no further action once awarded.

- 6) Charging Textbooks
- Students may charge **required** textbooks with the Admissions department to their financial aid account if they have financial aid that exceeds their tuition and fee charges. For more information about charging your textbooks please visit with the Admissions Department or Financial Aid Office.
- Things to remember:
- ❖ Student must keep track of their charges and financial aid balance.
  - ❖ Students using their financial aid must have provided Title IV authorization online prior to charging their textbooks. If authorization is not provided, financial aid will not pay for the textbooks charges and the student will be responsible for the balance.
  - ❖ Students whose aid does not cover all their textbook charges are responsible for their balance.
- 7) Refunds of Aid
- Financial aid funds administered by NCI will be credited to your financial aid account to pay outstanding balances.
  - ❖ Funds in excess of outstanding balances will be refunded to you (in accordance with hours completed)
  - ❖ Refunds issued by check will be available for pick up from the Financial Aid Office within 10 business days after the term completes
- 8) Loan Exit Counseling
- Students completing their program must complete Loan Exit Counseling at <https://studentloans.gov>
  - Student who withdraws from a program: Student loan borrowers who withdraw or are transferring to another college must cancel their aid for the next semester and complete Loan Exit Counseling at <https://studentloans.gov>

Any additional questions or concerns please contact the NCI Financial Aid Office at 931-431-9700 or email at [financialaid@nci.edu](mailto:financialaid@nci.edu)

## VERIFICATION

Each year, the DOE selects approximately 30% of the Free Application for Federal Student Aid (FAFSA) submitted by students for a process called verification. Students are required to verify that all the information that was provided on the FAFSA is accurate.

NCI has developed the following policies and procedures for students whose application has been selected for verification:

Only those students who are selected for verification by the DOE will be required to submit supporting documentation. In most cases, the required documentation consists of a completed verification worksheet, an IRS Tax Return Transcript from the previous year (and parents, if applicable), and / or copies of W-2 Forms for the previous year.

No Title IV funds will be disbursed prior to the completion of verification.

- 1) A Stafford Student loan application may be certified by NCI prior to the completion of verification. However, the student has 45 days from the time the student loan check arrives at NCI to provide the necessary documentation. If verification is not completed by that time, the student loan check will be returned to the lender.

- 2) Students eligible to receive a Federal Pell Grant will have 90 days after his / her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination at the option of the school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
- 3) All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required to complete the verification process. NCI will use as its reference the most recent verification guide supplied by the DOE. At the same time, the student will be informed of the time parameters and the consequences of not completing the verification process. NCI will notify the student of the result of the verification and if any other documentation is needed. NCI will assist the student in correcting inaccurate information. The student will be notified of any award changes because of the verification process.
- 4) If the student supplies inaccurate information on any application and refuses to make corrections after being counseled by NCI, the student must be referred to the DOE for resolution. Unless required by the DOE, no financial aid will be disbursed to the student.
- 5) The financial aid file will be documented with the date that verification was completed. Title IV funds will not be released before this date.



## **DISBURSEMENT PROCEDURES**

- 1) All Title IV funds are distributed in at least two disbursements.
- 2) Disbursements are credited to the student's account ledger card after verification that the student is making satisfactory academic progress and eligible to receive the disbursement.
- 3) Disbursements are used first to pay for tuition, fees, and any other school related expenses that is owed to NCI. Any remaining funds are disbursed to the student.



---

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

---

Federal regulations require NCI to establish and apply reasonable standards of satisfactory academic progress (SAP) for the purpose of determining eligibility and awarding financial aid under the Title IV programs authorized by the Higher Education Act of 1965 as amended (34 CFR 668.34).

To ensure progression toward program completion within the Federal Regulations, you must meet NCI's financial aid SAP requirements. Federal Regulations require that the financial aid SAP must be at least as strict as the academic standards for students enrolled in the same programs who are not receiving Federal Title IV assistance. The SAP is applied consistently to Title IV students enrolled part-time, full-time, and in all eligible educational programs NCI offers.

### How often is SAP evaluated?

SAP is evaluated at the end of each payment period. A payment period is defined as the following:

	<u>1<sup>st</sup> year</u>
1 <sup>st</sup> payment period	1 – 595 clock hours / 17 weeks
2 <sup>nd</sup> payment period	596 – 1190 clock hours / 17 weeks
	<u>2<sup>nd</sup> year</u>
3 <sup>rd</sup> payment period	1191 – 1575 clock hours / 11 weeks
4 <sup>th</sup> payment period	1576 – 1960 clock hours / 11 weeks

For students at risk, NCI will monitor more frequently to ensure compliance with the DOE qualifications for continued eligibility.

### How is SAP calculated?

SAP is calculated using both the Qualitative (grade point average) and Quantitative (course progress pace) standards a student has achieved. To ensure graduation within the maximum timeframe authorized (150 percent of the program credits / hours) and continued eligibility of financial aid the following standards must be met at each payment period evaluation:

**Qualitative:** Maintain a minimum cumulative GPA of 2.0

**Quantitative / Pace:** Complete a minimum cumulative average of 67% of the total courses / hours attempted each payment period.

*How to calculate PACE:* Divide ...

$$\frac{\text{Cumulative number of courses / hours student successfully completed}}{\text{Cumulative number of courses / hours student attempted}}$$

Courses / Credit hours attempted is all course / credit hours for which you are enrolled as of the end of add / drop period. For calculating course / credit hours: grades of "A", "B", "C", "D", count as course / credit hours passed with the exception of the AVIATION MAINTENANCE TECHNICIAN PROGRAM, a grade of C or better must be achieved to successfully complete a course. All courses



for credit will be counted as hours attempted including repeated courses and courses a student has receive a non-credit grade for: “WP”, “WF”, and “F”.

Example: During one payment period, a student that attempted 17 courses / associated hours and satisfactorily completed 12 of those courses / hours has completed 71% of attempted courses / associated hours and has made SAP.

**Maximum Program Time:** Federal regulations allows students to receive Federal Title IV assistance up to 150% of the programs published length (clock hours / credit hours).

Example:

<u>Program length</u>	<u>x</u>	<u>allowed time</u>	<u>=</u>	<u>Maximum Program Time</u>
56 courses	x	1.5 (150%)	=	84 courses
1960 clock hours	x	1.5 (150%)	=	2940 hours

Maximum program time will vary with specific programs.

**A student GPA and PACE are affected by:**

**Repeating Courses:**

For courses repeated during your program of study, both the original and repeated course / hours and grades will be counted as attempted courses / hours in rate of progress calculations and can decrease your overall GPA and PACE time.

**Transfer Credit Hours / Change of Program:**

Transfer credits that are accepted toward your educational program count as both attempted and completed credits can affect your overall GPA and PACE time.

**Withdrawing from courses or from NCI:**

Withdrawing from courses or from NCI may impact your financial aid award and could result in a student owing money back to Title IV and / or to NCI. Before withdrawing from a course or from NCI contact the Financial Aid Department to determine the consequences.

**What happens if SAP is not met?**

A notification letter will be sent to the student’s address on file advising them of their financial aid status. Students need to schedule a meeting with the Financial Aid Department as soon as possible. For at risk students, NCI may request to meet with students during a payment period if they are not exhibiting PACE progression.

1. Students not meeting the SAP are placed on a financial **Warning Status**.

During a financial **Warning Status**, which is one payment period, students will be required to achieve a cumulative PACE of 67% and a GPA of 2.0 by the end of the financial Warning Status payment period or their financial aid eligibility will be suspended effective with the next payment period. Students are eligible for Title IV funding during the financial Warning Status period and are advised of what requirements are necessary to return to “Good Standing.”

2. If PACE and GPA are not met during the warning period, a student will be **Suspended** from financial aid (not necessarily from NCI).

Students **Suspended** from financial aid will be sent a notification letter from the Financial Aid Department listing the number of credit hours they must pass to regain eligibility for financial aid; financial aid is not authorized during a suspension. Students have the option to appeal the suspension by contacting the Financial Aid Department to begin the appeal process. NCI will provide the appeal form and directions.

**Or**

3. **Exceed 150% of maximum program:**

A student is ineligible to continue when the student's progression in the program becomes mathematically impossible to be completed within the maximum 150% of the program length. Students have the option to appeal the decision by contacting the Financial Aid Department to begin the appeal process. NCI will provide the appeal form and directions.

4. **Appeal:**

You will need to explain A) What type of circumstance contributed to the academic problem; and B) What has changed that will allow you to demonstrate SAP at the next evaluation or an academic plan is developed for the student that, if followed, will ensure that the student is able to meet the institutions SAP by a specific point in time. An appeal must be based on extenuating circumstances that seriously affected academic performance such as student or parent injury or illness, death of a relative or other circumstance; official documentation must be provided.

5. **Appeals Outcome:**

If the Appeal is approved, the student will be on **Financial Aid Probation**. If the appeal is denied, the student will not be eligible for federal financial aid to continue the program. The student will need to meet with the Financial Aid Department to make other arrangements.

Students on **Financial Aid Probation** will have financial aid reinstated and be on probation for one payment period. At the conclusion of the probation period, you must meet SAP to qualify for further Title IV funding; or have met or be on track to meet the individualized SAP plan by the specific point in time. Students that are not making SAP at the end of the Probation Period will be suspended from financial aid eligibility.

**Reinstatement of Eligibility:** A student who has lost eligibility for financial aid due to suspension or a denied appeal can reestablish eligibility by taking courses and achieving financial aid satisfactory academic programs (67% PACE and CGPA 2.0). Keep in mind this will be at your own expense as you are not eligible for financial aid; contact the Financial Aid Department to request the reinstatement of your financial aid eligibility.

**Do these standards apply to every financial aid program?** These standards are related directly to the Federal Financial Aid Title IV Program. State, institutional, private, and other sources of aid have

standards to be considered; contact the Financial Aid Department or the organizations providing funding, for their specific requirements.

---

## RETURN OF TITLE IV FUNDS (R2T4) POLICY

---

### POLICY AND PROCEDURES

The Return to Title IV funds policy is separate from North Central Institute's institutional refund policy. A student who withdraws may be required to return unearned Title IV financial aid funds and may still owe North Central Institute (NCI) for institutional charges. Please refer to NCI institutional refund policy for more information.

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, they may no longer be eligible for the full amount of Title IV funds they were originally scheduled to receive. The Federal regulations (34 CFR 668.22) specify how schools must determine the amount of Title IV funds that is earned when a federal financial aid recipient withdraws from school. NCI uses the Return to Title IV aid worksheet provided by the Department of Education (DOE) referred to as R2T4 worksheet in this policy.

The return of Title IV funds is administered by the Financial Aid Department. This policy applies to students who withdraw (officially / unofficially) or are dismissed from enrollment.

NCI is required to notify the student in writing within 30 days if they owe a repayment: NCI has 45 days from the determined withdrawal date to return all unearned funds for which the school is responsible.

### HOW TITLE IV ASSISTANCE IS CALCULATED

Title IV funds are earned from the first date of attendance and continues to be earned throughout the payment period. If a student withdraws during the payment period, the amount of Title IV program assistance that has been earned is calculated using the DOE specific formula called Return to Title IV calculation.

The percentage of Title IV federal aid funds earned by the student will be determined on a pro-rated basis. For example, if the student completed 30% of a payment period, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a payment period, 100% of awarded aid has been earned.

$$\frac{\text{Number of clock hours to be completed as of the withdrawal date}}{\text{Total number of clock hours in payment period}} = \text{Percentage completed}$$

$$\frac{179 \text{ hours scheduled}}{595 \text{ hours possible}} = 30\% \text{ completed}$$

If a student withdraws from all courses prior to completing 60% or more of a payment period, they may be required to repay a portion of the federal financial aid they received for that payment period.

A R2T4 worksheet is used to determine the amount of federal student aid funds the student has earned at the time of the withdrawal.

### **LEAVE OF ABSENCE**

A leave of absence is an official recognition by NCI of a student's temporary withdrawal with the intent to return. A LOA may be approved for a period of 180 days or less in any 12-month period. Students requesting a LOA meet with the Financial Aid Department to complete the appropriate form and receive details pertinent to their situation.

### **WITHDRAW FROM NCI**

To officially withdraw from NCI and drop all courses, complete a Withdrawal Notification form through the Financial Aid Department.

A student's official withdrawal date is determined by:

- 1) Date provided either on the Withdrawal Notification form, in person, in writing, or by phone.
- 2) The last date of attendance.
- 3) The date the student was expelled / dismissed from the school.

If the student does not follow NCI's withdrawal procedures: the unofficial withdrawal date is determined by the last date of attendance.

### **THE RETURN OF TITLE IV FUNDS STEPS**

Using the R2T4 worksheet:

Step 1: Input the student's Title IV information:

- A) The total amount of Title IV aid disbursed for the period in which the student withdrew. A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.
- B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period in which the student withdrew.

Step 2: NCI will calculate the *percentage of Title IV aid earned* as follows:

$$\frac{\text{Number of clock hours scheduled to be completed}}{\text{Total number of clock hours in payment period}} = \text{Percentage earned}$$

If the calculated percentage exceeds 60%, the student has earned all the Title IV aid disbursed for the period. If the percentage is under 60% the student may owe funds back to Title IV and NCI.

Step 3: NCI will calculate the *amount of Title IV aid earned* as follows:

The percentage of Title IV aid earned (step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the payment period in which the student withdrew.

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

Step 4: Amount of Title IV Aid to be Disbursed or Returned:

If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV program in the order below, as determined by federal regulations and the student may owe money to NCI:

- Unsubsidized Federal Direct loans
- Subsidized Federal Direct loans
- Federal Direct Plus loans (Parent)
- Federal Pell Grants
- Federal Iraq Afghanistan Grant

### **INSTITUTIONAL REFUNDS**

If NCI returns Title IV aid on behalf of the student, the student is responsible for repaying those funds to NCI. The amount due is provided in the written notification sent to the student's permanent address. Students will need to contact the Financial Aid Department for institutional refund account specifics.

### **OVERPAYMENT OF FEDERAL GRANT FUNDS**

Federal regulations states that 50% of the unearned amount of all Federal grants is protected by the Federal calculation (reference R2T4 worksheet). Any grant subject to repayment will be billed to the student's account as an overpayment. Upon receipt of payment from the student, NCI will return the funds to the appropriate grant program(s).

### **LOAN INFORMATION TO CONSIDER WHEN WITHDRAWING**

The Federal repayment calculation also has additional loan amounts that the student and / or parent may be responsible to return directly to the DOE (reference R2T4 worksheet).

Anytime a student is enrolled less than part-time the grace period begins. The student's grace period for loan repayment for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled at least part-time for more than 6 months, the loans will go into repayment.

### **POST WITHDRAWAL DISBURSEMENTS**

When the total amount of the Title IV grant and / or loan aid earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference of the two amounts will be treated as a post-withdrawal disbursement. If a post withdrawal disbursement includes loan funds, the school must get student permission before it can disburse them. If a post withdrawal disbursement includes grant funds, NCI may automatically use all or a portion of them for tuition and fees.

### **SCHOOL AND STUDENT RESPONSIBILITIES REGARDING THE R2T4 POLICY & PROCESS**

School responsibilities include:

- 1) Providing each financial aid student with this policy information.
- 2) Identifying students affected by this policy and completing the Return of Title IV (R2T4) calculations.

- 3) A notification letter detailing: amount to be returned to the federal programs, the R2T4 worksheet, and student balance due to the school will be mailed to the student's permanent address within 30 days of the last date of attendance.
- 4) Returning any unearned Title IV aid that is due no later than 45 days from the determined last date of attendance notifying the holder of federal loan funds of the student's withdrawal date and the borrower of amount returned or refunded to DOE on his or her behalf.
- 5) Notifying student and / or Plus borrower of eligibility for a post-withdrawal disbursement, if applicable.

Student's responsibilities include:

- 1) Becoming familiar with the Return of Title IV Funds (R2T4) policy and how withdrawing from all courses affects eligibility for Title IV aid.
- 2) Resolving any outstanding balance owed to the school resulting from a required return of unearned Title IV aid.
- 3) Resolving any repayment to DOE because of an overpayment of Title IV grant funds.

### **RETURN TO TITLE IV QUESTIONS:**

If you have questions regarding Title IV funds after visiting with the Financial Aid Department, you may call the Federal Student Aid Information Center at 1-800- 4-FEDAID (800-433- 3243).

Consumer information: [www.nci.edu](http://www.nci.edu) - to view full catalog.

### **VETERANS BENEFITS**

NCI will follow all Department of Veterans Affairs regulations adopted to carry out these laws. NCI is an approved postsecondary education school for veterans' benefits including Chapter 30 and Chapter 1606 (Montgomery G.I. Bill®), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post-Vietnam Era), Chapter 33 (Post 9/11), Chapter 34 (Veteran's Educational Assistance Program), Chapter 35 (Survivors and Dependents Educational Assistance), and Chapter 1607 (Reservists Call to Active Duty (REAP)).

Veterans who plan to attend NCI under any type of U.S. Department of Veterans Affairs Education Benefit Program will need to complete a VA application and submit the application to the VA. The Financial Aid Department is available at NCI to assist you in completing the VA application.

Prior service personnel must supply the U.S. Department of Veterans Affairs with a copy of the Member 4 page of their DD-214. If a student is eligible to receive benefits under Chapter 30, Category II and / or Chapter 31, copies of marriage certificates, birth certificates of children and / or divorce decrees may also be required.

The Post 9/11 GI Bill® (GI Bill® is a registered trademark of the Department of Veterans Affairs (VA)) provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the post-9/11 GI Bill®.

### **Policy for Veterans Benefits:**

NCI permits any VA Benefit covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (Certificate of Eligibility can also

include a Statement of Benefits obtained from the Department of Veterans Affairs website – eBenefits or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to NCI.
2. 90 days after the date that NCI certified tuition and fees following the receipt of the Certificate of eligibility.

NCI will not impose any penalties, including the assessment of late fees, the denial of access to classes, media resource room or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to NCI due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

In addition, NCI requires the covered individual to complete the following actions to begin:

1. Submit a Certificate of Eligibility or a Statement of Benefits no later than the first day of the term they are beginning
2. Submit a copy of DD214
3. Pay the NCI Application fee: \$50.00
4. Pay for the required textbooks
5. Complete enrollment paperwork prior to start date

Students must take courses leading toward their educational objective as approved by the State approving agency. Students may not be certified prior to providing proof of high school completion. Students will not be certified for equivalent courses taken at other post- secondary schools; students should request official transcripts prior to enrollment.

NCI will notify the U.S. Department of Veterans Affairs of any change in educational objectives or in the number of hours enrolled. The student will repay benefits for hours dropped from the beginning of the term unless the VA feels extenuating circumstances exist. Students who attend college after a period of active military duty may be eligible to receive undergraduate college credit according to the prevailing policies of NCI. Applications for the evaluation of these credits can be made through the Dean of Admissions. For service schools, credit may be earned as recommended in the American Council on Education (ACE) Guide, and in accordance with Federal Aviation Administration regulatory guidelines. Credit is awarded based upon the relevancy of military training to the program being pursued.

In order to continue to be eligible for certification to receive benefits under Chapters 30, 31, 32, 33, 34, 35, 1606 and 1607 Title 38, U.S. Code, veterans and eligible persons must achieve satisfactory academic progress toward educational goals by meeting the following standards:

- 1) Full-time students placed on academic probation the previous semester must earn a 2.00 GPA, "C" average, on at least 12 semester hours or be placed on academic suspension for a semester.
- 2) Suspended students must remain out of school for one semester. Upon re-admittance, students are placed on probation and must enroll in and complete 6 semester hours or more with a 2.00 GPA, "C" average.
- 3) Students facing academic suspension may appeal for permission to continue to the President of NCI. If approval is granted, the student must complete 6 semester hours with a 2.00 GPA, "C" average. If this requirement is not met, the student is suspended for one academic year without appeal.

- 4) VA students must fulfill all financial obligations with NCI in a timely manner or risk termination of benefits.

The last day to drop a course without penalty is the day before the class begins for certificate programs and degree programs.

### **TUITION ASSISTANCE BENEFITS**

Servicemembers requesting Tuition Assistance (TA) must speak with their local education office to determine their tuition assistance benefits and receive guidance prior to enrolling at NCI.

- Speak with your local Education Office to ensure your eligibility for tuition assistance and complete any required training (each branch may have a slightly different process and requirements).
- Ensure you are following your service branch requirements including the time frame to submit your TA application.
- Questions regarding your tuition assistance approval or requirements should be directed to your local education office.

All military personnel that are using TA who want to attend courses through NCI must submit a Common Application through the GoArmyEd portal: (<https://www.goarmyed.com/>) (if you have a common application with another college or university, you will need to contact your Education Service Officer (ESO) and/or Education Center to update your home college to NCI.

- 1) Connect to <https://www.goarmyed.com/>
- 2) Go to my virtual Education Center located on the main page
- 3) Click on the link “Before you Enroll in the Course”
- 4) Click on Complete/Update Common Application
- 5) Complete all required steps as indicated in Common Application document

Once your account has been set up and a common application submitted, please notify NCI of your intentions to enroll in a course / class at the following email address:

Dean of Admissions ([admissions@nci.edu](mailto:admissions@nci.edu))

After you have completed the common application to NCI, you will need to complete the enrollment documents for the class / program that you are interested in with the Dean of Admissions. NCI will require you to send all official transcripts to include your military transcripts to NCI. Once received, your information will be evaluated in accordance with the Federal Aviation Administration Regulation FAR 147.31 (c)(1) and (2).

Once your evaluation has been completed, your degree plan will be uploaded to the GoArmyEd portal. Your ESO will review your plan and post it on your army records, confirming it was reviewed. Reminder: NCI is unable to upload your degree plan to the GoArmyEd portal if you have not completed your application and registration paperwork with NCI.

Grades: NCI updates your grades through the GoArmyEd portal usually within five (5) business days after the completion of your course / class.

Registering for course / classes through the GoArmyEd portal: <https://www.goarmyed.com/>

- 1) Click on Enroll or Drop/Withdraw from a course
- 2) Request TA and Enroll in a course
- 3) Account information section (you will need to complete)
- 4) Click on Account Information Verified
- 5) Click Continue to be directed to Select Enrollment Form



- 6) Select the correct session term
- 7) View My Class Schedule
- 8) Click Add Classes to be directed to STEP 1
- 9) Click on Magnifying Glass to be directed to Search Integrated Course Schedule
- 10) Select North Central Institute as your college
- 11) Select the course / classes that you are registering for

If you drop/withdraw from a class / course, you will need to do so through the GoArmyEd portal.

For assistance with the registration process in the GoArmyEd portal you may also contact the Dean of Admissions at 931-431-9700 or [admissions@nci.edu](mailto:admissions@nci.edu).

Please understand that the steps may change due to website updates.

For additional information on the following programs please visit their appropriate websites:

#### Military Tuition Assistance

Army: [https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-\(TA\)](https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Tuition-Assistance-(TA))

Airforce: <https://www.airuniversity.af.edu/Barnes/CCAF/>

Coast Guard: <https://www.navy.com/education-opportunities/undergraduate-degree-opportunities>

Marines: <https://www.navy.com/education-opportunities/undergraduate-degree-opportunities>

Navy: <https://www.navy.com/education-opportunities/undergraduate-degree-opportunities>

## **VETERANS ATTENDANCE**

Attendance requirements are listed on each course syllabus. The Veterans Education and Employment Assistance Act of 1976, states veterans who are absent from class with an excessive number of unexcused absences must be reported for non-attendance to the Department of Veterans Affairs. The veteran's last date of attendance is determined by the instructor's attendance roster.

A student drawing Department of Veterans Affairs educational benefits is allowed a maximum of unexcused absences, 300 minutes of the scheduled clock hours per course. When a student exceeds 300 minutes of the scheduled clock hours per course of unexcused absences, the Department of Veterans Affairs will be notified that the student has violated the stated attendance policy and should be terminated from receipt of educational benefits for that course.

Application and interpretation of the criteria used to evaluate progress are at the discretion of NCI. Students are solely responsible for maintaining compliance with VA requirements. Students who receive VA benefits may be subject to stricter academic regulations and should be aware of how auditing courses, enrollment status, withdrawal, repeating a course and other actions may affect their ability to receive benefits. Students receiving VA educational benefits are required to verify their attendance with the VA monthly

## **SCHOLARSHIPS**

NCI offers two types of institute scholarships: The John D. McCurdy Founder Scholarship and the Keith Svadba Memorial Scholarship. Both are available on an annual basis and are not need-based.

Three John D. McCurdy Founder Scholarships, authorized for the Aviation Maintenance Technician AMT 147 Program, may be awarded annually in the amount of \$1500.00 per scholarship. One (1) scholarship is dedicated to recent High School graduates or Escrow students entering the Aviation Maintenance Technician AMT 147 Program and two (2) scholarships are awarded to active AMT 147 students. For students to qualify for a John D. McCurdy Founder Scholarship, they must be enrolled full time and have a GPA of 2.5 or higher (recent High School graduates or Escrow students need to have a 2.0 or higher GPA).

One Keith Svadba Memorial Scholarship may be awarded annually in the amount of \$500.00. This scholarship is only authorized for the Aviation Maintenance Technician AMT 147 program NCI offers.



Qualified students may be awarded one scholarship in each category at the discretion of the NCI administration. Contact the Finance Aid department to obtain applications and to submit the completed application packets along with supplemental information.

If students have been awarded a scholarship and decide to change programs, they are not eligible for additional scholarships; should funding be available in the student's account, the remaining funding may be used toward a new program of study. Scholarship recipients are responsible for application, graduation, and all other fees associated with their program of study not covered by the scholarship.

## **ACADEMIC STANDARDS**

- 1) A student whose cumulative Grade Point Average (GPA) with NCI is 2.0 or higher is considered to be in good academic standing and making satisfactory progress.
- 2) A student whose cumulative GPA is less than 2.0 for one semester / term will be placed on academic warning.
- 3) If a student does not show academic progress, or their GPA falls below 1.5 during the next semester / term, the student will be placed on academic probation and will be classified as a student not in good standing.
- 4) A student whose cumulative GPA remains below 1.5 or does not show academic progress for the next semester / term will be suspended from NCI.
- 5) Any student who has a single semester / term GPA of less than 1.0 will be suspended or placed on academic probation at the discretion of the President.
- 6) Students that have not cleared financial obligations to NCI are not in good standing.

In exceptional cases, students who were dismissed or had a cumulative GPA of less than 2.0 from the last institution attended may be admitted on probationary status. At the time of admission, the transcripts of those students who are admitted on probationary status will be annotated "Admitted on Academic Probation." When the student has achieved a satisfactory record, the transcripts will then be annotated "Good Standing." The permanent record of a student placed on academic probation or suspended for poor scholastic performance will be appropriately annotated by the Registrar's Office and will become part of the student's permanent academic record.

Suspended students may file a written appeal of their suspension period with the Executive Office. Only one appeal per suspension period may be made. NCI reserves the right to cancel a student's registration with full refund should the student enroll prior to being officially notified of an academic suspension.

Students who have been suspended or dismissed for academic reasons and are subsequently reinstated to NCI will be on probation status until the cumulative GPA has been raised to 2.0. If the term GPA falls below 2.0 during the probationary period, the students can be suspended.

## **MAXIMUM PROGRAM TIME**

A student at NCI will have one and one half (1-1/2) times the program length, as measured in semesters or terms, to complete his / her educational program. Example: An associate degree program that requires 62 semester hours is designed to be completed in two academic years by a full-time student; a full-time student is authorized three years to complete the program. NCI reserves the right to waive these standards if the student has undergone undue hardship because of the death of a relative, the student's injury or illness, or other mitigating circumstances. NCI has the option to withdraw a student from their current program / Institute should they not be making academic progress, have excessive absences, or habitually drop courses.

## INSTITUTION REFUND POLICY & PROCEDURES

- 1) If a student's application is rejected by NCI, the student will receive a refund of all money paid with the exception of the non-refundable application fee.
- 2) If the student cancels the admission agreement within a three-day period, all monies paid for tuition by the student will be refunded by NCI if classes have not commenced.
- 3) Refunds of Tuition: For programs that normally require a student to be in attendance for 12 months or more, the policy shall apply each 12-month period.

Refund Policy (AASD / AMT 147 / AMT 65 Programs): NCI follows refund policies in accordance with the Council on Occupational Education and is accepted by Tennessee Higher Education Commission. NCI retains a \$100 maintenance fee on tuition and fees of students dropping a course or dropping all courses enrolled in or withdrawing from NCI completely. The refund of the remaining tuition will be as follows:

1. **During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.**
  2. **After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.**
  3. **After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.**
  4. **After the first 50% of the period of financial obligation, the institution may retain all of the tuition.**
- 4) The effective date of withdrawal for refund purposes will be the earliest of the following:
  - a. The last date of attendance if the student withdraws.
  - b. The date written notice is received from the student.
  - c. The last date of attendance, if the student does not return from an approved leave of absence.
  - d. The last date of attendance if the student is withdrawn by NCI.
- 5) If a student is a participant in a course regulated or controlled by a government agency, all refunds and settlements will be made according to the guidelines set by that governing agency.

All refunds will be made within 45 days of the termination date (the last date of attendance). Refunds for overpayments will be paid to the following sources, in order, up to the total net amount disbursed from each source: (1) Unsubsidized Direct Stafford Loan, (2) Subsidized Direct Stafford Loan, (3) Direct PLUS, (4) Pell Grant, (5) other Title IV programs, (6) other agencies providing educational funds, as necessary, (7) student (and / or parent / guardian, if applicable).
- 6) A full refund of tuition will be granted for any classes canceled by NCI.
- 7) The Finance and Administration Department processes refunds no later than 14 days after departmental requests are approved and mailed out the next working day. Refunds on money orders or cashier's checks will be in the form of a check. Credit card charges will be issued a credit to their account minus a 4% processing fee (a notice is posted in the Accounts Receivable Office).
- 8) Specific courses have a no refund policy once classes commence (including, but not limited to FCC-100, FCC-105).

## TUITION ASSISTANCE REFUND POLICY & PROCEDURE

In compliance with the Department of Defense policy: North Central Institute's (NCI's) policy is to return any unearned Tuition Assistance (TA) funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stop attending, and officially withdraws.

NCI's schedule for returning unearned TA to the government for courses that are scheduled for 9 to 10 days:

- 100% of TA received will be returned if the student withdraws prior to the start of the course.
- 75% of TA received will be returned if the student withdraws on the first day.
- 50% of TA received will be returned if the student withdraws on day 2 or 3.
- 25% of TA received will be returned if the student withdraws on day 4 or 5.
- **10% of TA received will be returned if the student withdraws on day 6 (60% of course is completed)**
- No TA received will be returned if the student withdraws after the 6<sup>th</sup> day of scheduled classes; the return of TA does not release the student from any financial obligations the student has to NCI.

## TRANSFERABILITY OF CREDIT LIMITATIONS

NCI makes no representation as to the transferability of credit earned by students enrolled in any programs, courses or services offered. The acceptance of credit by other post-secondary institutions is at the discretion of the accepting institution. NCI supports all reasonable and proper transfers of credit; no accredited post-secondary school can guarantee transfer of credit to another institution. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Application to NCI's degree program places no limitations on the number of credit hours accepted by transfer. Certificate programs at NCI do have transfer limits. Transferring credits from one NCI program to another is authorized based on course and program applicability.

## ADVANCE STANDING / CREDIT INVENTORY EVALUATION

Advanced standing credit is awarded from a Credit Inventory Evaluation of postsecondary education, work and / or training experience. All documentation of previous work, schooling, military experience, credit by examination, and any licenses should be submitted for evaluation along with an Application to NCI. Evaluations for advanced standing are completed within two weeks of submission of application, fees and required documentation. Documents for advanced standing will be authenticated and maintained in the student's record, questions or concerns will be addressed by the appropriate department.

1) NCI follows the standards recommended by the American Council on Education (ACE) for awarding credit for the College Level Examination Program (CLEP) general examinations. The disciplines and hours of credit recognized are as follows:

- |                  |                  |
|------------------|------------------|
| ▪ Communications | 6 semester hours |
| ▪ Humanities     | 6 semester hours |

- Social Science 6 semester hours
  - Natural Sciences 6 semester hours
  - Mathematics 6 semester hours
- 2) Training in military service schools and work in military occupations will be considered for credit based on the recommendation of the American Council on Education (ACE) and / or upon assessment by NCI's policies and procedures. For military applicants, the following documents are acceptable:
- a. DD-214
  - b. Soldier Talent Profile (STP)
  - c. Officer Record Brief (ORB)
  - d. Joint Service Transcript (JST)
- 3) NCI awards credit for several professional licenses or certificates. Official documentation must be submitted to the Admissions department for evaluation.
- 4) NCI accepts course credits from other accepted accredited postsecondary institutions, or FAA authorized 147 schools. Hours accepted for transfer to NCI may not duplicate other credits awarded and must be substantially similar to courses offered at NCI. Coursework evaluated as acceptable for transfer to NCI will be posted on the NCI transcript. The letter grade will be indicated when the transfer course is used to satisfy specific NCI program requirements and will be used in GPA calculation. Course substitution and course equivalencies may be utilized to assist in transferring credit to NCI programs.
- 5) NCI awards credit to those students who present official College Entrance Examination Board (CEEB) Advanced Placement Test scores of 5, 4, or 3 on examinations that fit their academic program and 2 or better on the Calculus examinations.

## **STUDENT ADVISEMENT**

Academic and career advisement is provided to students by the admissions and student services.

## COURSE LOAD

- 1) To be classified as full-time, a student must be enrolled:
  - a. For 15-week academic terms, a minimum of 6 semester hours.
  - b. For 15-week AMT 147 terms, a minimum of 11 semester hours for Day students and 6 semester hours for Night students.
- 2) Normally, a student in the academic program carries four subjects each semester and completes eight courses, or 24 semester hours, in two 15-week terms.
- 3) The maximum credit hour load for academic students for a 15-week term is 12 semester hours. For AMT 147 Day and Night students, the maximum load is 12 semester hours. Night students can, if their schedules permit, take the available appropriate daytime classes.
- 4) A full-time academic student whose cumulative GPA is 3.0 or higher may register, with prior approval, for an overload not to exceed 12 semester hours or five courses for 15-week terms.



The Department of Veterans Affairs sets standards for students utilizing their benefits and services; see the Financial Aid Office for specifics regarding individual programs.

## ACADEMIC YEAR

The Associate of Applied Science in Aviation Technology classes at NCI, defines an academic year as the period of time in which a regular full-time student enrolled in the academic program would be expected to complete the equivalent of at least two 15-week semesters and 24 semester hours. For the AMT 147 program, an academic year is the time in which a full-time student would be expected to complete 34 courses divided into three 15-week terms or 1190 clock hours of lecture and laboratory instruction.

## CREDIT HOURS – CLASSROOM LECTURE / LAB

NCI offers instruction and grants credit on the semester hour (SH) system. For academic classes 1 SH of credit is based upon one hour of class instruction or two hours of laboratory work per week for 1 semester of 15 weeks. 1 SH typically equals 15 classroom hours or 30 laboratory hours. Classroom lecture / lab hours meet the standard equivalent to ensure appropriate SH ratios. The term lengths are in compliance with and conducive to successful completion with our military and working student population.

The Aviation Maintenance Technician (AMT 147) Program, General has 12 courses, 35 hours long; each is awarded 1 SH. The Airframe and Powerplant sections each have 22 courses of 35 hours, with each being worth 1 SH.

**NOTE:** For financial aid students in a program where all credits do not transfer to the Associate Degree program, one credit hour equals no less than 30 clock hours.



## **ADD / DROP PERIOD**

The deadline for adding a course is the first day of class. Dropping a course is student initiated. Students must complete a Course Drop Request to officially drop a course. This request must be turned in to the Admissions Office during the official drop period as listed on the Academic Calendar. For the AMT 147 Program, the official drop period ends with the second day of class. For the AMT 65 Program, the official drop period ends with the first day of class. Students receiving Title IV funding (Pell Grants, Student Loans) must also notify the Financial Aid Office of any courses dropped or of any intent to withdraw from NCI completely.

Students who drop a course during the official drop period will receive a grade of “WF or WP.” Students who do not complete the formal drop process within the official drop period will be assigned a grade of “F” for the course. A student who officially drops a course prior to the first-class meeting will not be given any grade for the course, nor will any record of it be on the student’s record. In exceptional cases (i.e., medical emergency, military deployment, or other extenuating circumstances), a student may petition the President to be allowed to drop the course without penalty and receive a grade of “WF or WP”. Students dropping a course during the official drop period are assessed fees according to the refund policy section of this catalog.

## **CHANGE OF PROGRAM**

Students desiring to change programs (transfer from one NCI program to another) need to complete a Change of Program form with the Admissions Office. An application fee is not required but a Change of Program fee will apply. NCI will evaluate the programs and grant credit as applicable.

## **GRADING SYSTEM**

Grade designations and quality points for each semester hour are listed below:

Grade		Quality Points
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
WP	Withdrawal from course / Passing	0
WF	Withdrawal from course / Failing	0
T	Transfer credit accepted	0
CR	Credit from evaluation or examination	0
AU	Audit	0



## **GRADING SCALE**

All course grades are determined on an average 10-point scale. Aviation Maintenance Technician students must make 70% (C) or better to pass each course.

90 - 100	=	A	Less than 60	=	F
80 - 89	=	B	Incomplete	=	I
70 - 79	=	C	Withdrawal / Fail	=	WF
60 - 69	=	D	Withdrawal / Pass	=	WP

**NOTE:** Grades earned prior to January 7, 2016, were on a 7-point grading scale and students could successfully complete courses with a grade of “D” (70%) or better.

## **GRADE POINT AVERAGE (GPA)**

A grade point average (GPA) is computed at the end of each term. The GPA for the semester / term is determined by dividing the total number of quality points earned during the period by the number of semester hours attempted. Grades from transfer courses which are used to satisfy specific program requirements will also be included in the student's GPA.

## **INCOMPLETE GRADES**

Students are considered to be Incomplete (I) when they have not completed requirements of the course by the last day of class. The student is responsible for coordinating with the instructor(s) to determine the requirements to complete the course (i.e., practical project, exam(s), homework, time, etc.). Students must complete requirements within two (2) business days following the end of the course, for extenuating circumstances; the student is to contact the instructor, if unavailable, the Registrar, or President, to request an extension. Upon successful completion of requirements, a Change of Grade form will be completed by the instructor, and the grade updated in the student records. If after the allotted time all requirements are not completed successfully, the student will receive a failing grade for the course. Any exceptions will be at the discretion of NCI's President.

## **REPEAT OF CLASSES**

A student is permitted to repeat any course in which a grade of "D" or "F" has been earned. Aviation Maintenance Technician (147) students must complete each course with a 70% (C) or better, to successfully complete the course. If a letter grade of “C” is not obtained, the course will need to be repeated. If a passing grade is not achieved after the second attempt in the same course, an academic review will be held to determine the student's continued eligibility in their program.

## **APPEAL OF FINAL GRADE(S)**

Students filing an appeal of a final grade are required to meet with the instructor prior to submitting the appeal. If, after meeting with the instructor, the student is not satisfied, an appeal may be submitted. The appeal of a final grade must be made in writing by the student to the Registrar within two weeks following the final day of the term in which the grade was received. The student will receive written notification of the decision.

## AUDITING OF SUBJECTS

A student may enroll and attend a course to enhance knowledge of a subject without earning academic credit. Auditing courses require students to complete a registration form and pay standard course audit fees depending upon space availability. Financial aid is not available for audited courses. The student is not obligated to complete course assignments, quizzes and exams or provide proof of High School completion. Therefore, credit will not be awarded for the course and no program requirements will be fulfilled by the audited course. An audited course is represented with “AU” on the student’s transcript. Students may earn credit for the audited course by changing the course registration with Admissions during the authorized add / drop period and provide all required documentation.



## CREDIT BY EXAMINATION (English & Business ONLY)

Students may challenge an English / Business course(s) and request credit through an end of course examination. An application must be submitted to Admissions. Students will not be permitted to take a Credit by Examination for any course which the student has previously failed. The final grade will be calculated in the student’s GPA. The Credit by Examination may be oral, written, or both. Students not making a grade of “70%” or higher on the examination will not be allowed to retake a second

examination and must take the course at a regularly scheduled time (if the subject is required in the student's program) or take the course at another accredited institution to transfer in. A minimum of one-week advance notice is required to schedule an exam.

### **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is an official recognition of a student's temporary withdrawal with the intention to return. A LOA may be approved for a period of 180 days or less in any 12-month period. A LOA may be taken and approved for military duty, jury duty or any Family Medical Leave Act (FMLA) circumstance. All other types of leave may be considered a withdrawal. A LOA must include the reason for the request and must be made in advance unless unforeseen circumstances prevent the student from applying prior to the start of a LOA. To apply for a LOA, students must complete a Student Request for Leave of Absence form in person through the Finance department. Students will be notified once a determination is reached. Students whose LOA is not approved will be notified of their withdrawal from NCI and a \$100 withdrawal fee will apply.

## GRADUATION REQUIREMENTS

The student is responsible for meeting all the academic requirements of the curriculum as outlined in the catalog in effect at the time the student is admitted into their chosen program.

The date of graduation listed on the student's transcript will reflect the date on which the student completed all requirements.

## HONORS

Graduation honors are awarded to students completing a program or for specific curriculum associated with AMT 147 program. To be eligible, the student must have completed at least 12 resident semester hours with NCI. Graduation honors are based on the cumulative grade point average (GPA) and are included in the student's permanent record.

Summa Cum Laude	-	3.90 - 4.00 GPA
Magna Cum Laude	-	3.70 - 3.89 GPA
Cum Laude	-	3.50 - 3.69 GPA
Honor Roll	-	3.20 - 3.49 GPA



## COMMENCEMENT

NCI schedules two formal commencement ceremonies each year. Check with the Admissions department for dates.

## **CERTIFICATES OF COMPLETION**

Students admitted into Certificate Programs will be awarded a Certificate of Completion once all requirements have been met. Grade slips for employer reimbursement will be made available as courses are completed.

## **TRANSCRIPTS**

Upon receiving a written request and transcript fee from the student, NCI will provide an academic transcript within five business days. Program completion is not mandatory to release a transcript; however, to receive a transcript in good standing, all balances must be paid, and any documentation required by admissions or finance must be submitted. Official certified copies will be sent directly to educational institutions or to employers requesting such documentation; copies issued to the student will not bear the Institute Seal.

## **PROGRESS RECORDS**

Progress records/files are maintained at the NCI Facility. Records are available for review by the student upon request. Request will be completed and available within 5 business days.

---

## **STUDENT INFORMATION**

---

### **STANDARDS OF CONDUCT**

Students and employees will conduct themselves in a professional and respectful manner.

#### Institutional Policy Statement

- 1) NCI will impose disciplinary actions upon a student or employee, whose conduct disrupts the learning environment, endangers the safety, or violates the rights of others on institute property, institutional events, and leads to malicious destruction of institute property, or shows blatant disregard for the standards stated herein. Such as:
  - a. Any conduct which threatens the health or safety of oneself or any other person, including physical abuse or immediate threat of abuse.
  - b. Violating NCI's drug free & smoking policy.
  - c. Disruptive: Causing or being involved in disruptive behavior that is not conducive to the learning environment, or the administration department.
  - d. Individuals suspected of drug abuse must be reported to the appropriate administrative staff members or authorities to uphold a safe educational and work environment.
  - e. Harassment of an individual or faculty / staff member by a student, group of students, or employee. Harassment includes but is not limited to: verbal abuse, insults; threats of physical abuse, either verbal or implied; unwanted comments, suggestions or physical actions of a sexual nature; repeated teasing or heckling of an individual; repeated unsolicited phone calls, text messages, e-mails, etc. intended to harass or disturb others or disrupt business practices; degradation of an individual's character or the integrity of the institute through the use of the internet or other means; violating the rights and privacy of others through inappropriate use of electronic devices, such as cell phones or laptops.
  - f. Disorderly conduct. A student, group of students, or employee will not display any behavior that poses a disruption to the learning environment or the overall function of the

institute. Students and employees will always conduct themselves in a professional and respectful manner. Disorderly conduct includes but is not limited to use of verbal and / or physical abuse or violence, obscenities, lewd or indecent behavior (including innuendo and physical gestures), excessive noise intended to disrupt class or business practices, or any other behavior intended to provoke others or cause disruption (includes behavior for individuals under the influence of drugs or alcohol).

- g. Obstruction of or interference with institute activities or campus facilities and / or equipment, to include institute owned vehicles and aircraft. This includes but is not limited to unauthorized occupancy of institute or institute facilities; obstruction of an individual or group to enter or leave institute facilities, program, or sponsored event or activity; disruptive behavior in the classroom, on campus, or during an institute-controlled event; obstruction of an individual or group of individuals from the necessary instruction, use, maintenance or repair of equipment or laboratory materials.
- h. Misuse, abuse or destruction of facilities, equipment or other institute owned property to include institute owned vehicles and aircraft as well as laboratory equipment and supplies. This includes but is not limited to vandalism; malicious damage or destruction; unauthorized usage of facilities, tools, supplies, or equipment; unauthorized usage or destruction of tools, equipment, supplies, etc. owned by another individual.
- i. Theft, misappropriation, or unauthorized sale of equipment, supplies, tools, etc. belonging to the institute, students, employees, or any individual on campus.
- j. Misuse of NCI documents or ID cards including forgery, unauthorized usage or alteration of institute documents, records, or ID cards; withholding required information for admission or enrollment; altering, forging or otherwise misrepresenting information used for institute enrollment, records, or procedures; failure to always possess the ID card or show it upon request. Students and employees are not permitted to clock any other individual in or out.
- k. Weapons, explosives, and other similar devices. No person shall possess, carry, or otherwise transport any weapon (including handguns and rifles); any explosive devices or other similar items onto any school premises, including parking area, facilities, aircraft, and vehicles. All knives must be collapsible and primarily designed and used for work purposes. No other knives may be possessed, carried, or transported onto school premises, including facilities, and are subject to the provisions of this section. Any person who violates this policy is subject to probation, suspension and / or dismissal.
- l. Cellular phones: Cell phones will be turned off during class, unless authorized by the instructor, laboratory, and make-up time. Any individual found using their cellular phone while not on break will be subject to dismissal from the class for the day or marked absent for the time. This time must be completed during the assigned make-up days and all fees for the missed time will apply.
- m. Cheating and / or plagiarism. This includes copying written assignments; copying practical project / laboratory work from other students without completing the work personally; any work completed by another but submitted by a student or employee as their own work; or cheating and / or aiding others to cheat on quizzes, exams, or other academic assignments. Reproduction and / or photocopying (including but not limited to copy machines, cell phones or cameras) any of NCI property, including tests, quizzes and handouts is strictly prohibited without written consent. This includes anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights

and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

- n. Food and drink in the classrooms and laboratory. Students and employees may not have any food in the classroom or laboratory. Students may bring drinks into the classroom in a sealed container upon instructor discretion. No drinks are allowed in lab / shop unless otherwise authorized.
- o. Adherence to safety standards in the laboratory. All students and employees must follow established safety standards while in the lab / shop or using institute owned equipment, supplies, or tools. This includes but is not limited to proper attire; use of equipment, tools, and materials; failure to comply with warnings or policies regarding safety standards.

2) **Disciplinary Actions:**

NCI may impose one or more of the following disciplinary actions depending on the severity of conduct violation: verbal warning, write-up, probation, suspension, or expulsion.

- a. Write-up: Maintained in students' academic file.
- b. Probation: Varied timeframe.
- c. Suspension: Up to 1 year, eligible for re-admission.
- d. Expulsion: Permanent, not eligible for NCI re-admission

NCI students and employees are subject to all federal, state, and local laws and ordinances. If violation of such laws or ordinances also adversely affects the institution's pursuit of educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Violations may subject an individual to disciplinary measures by the institution, whether such conduct simultaneously violates state, local or national laws.

## **APPEALS**

Any individual who believes the actions taken by the institution are unwarranted, may appeal by requesting a review of the decision. The written request must be submitted to the Executive Office, North Central Institute, 168 Jack Miller Blvd., Clarksville, TN 37042, phone (931) 431-9700, for review within five business days of the action. If warranted, an appeals committee will be appointed, and its recommendation will be provided to the President. Upon receipt and in consideration of the appeal committee's recommendations, the President will determine a final decision within 30 days.

## **MEDIA RESOURCE CENTER / LIBRARY**

The Media Resource Center / Library is open during business hours and provides the following educational support:

- 1) Computer resources and workstations.
- 2) Electronic prep ware, study guides and resources are available.
- 3) Wi-Fi is available to students throughout the facilities.
- 4) Periodicals are available (in the student lounge area).
- 5) Faculty and students' requests for materials are given careful consideration for acquisition.



## **PARKING**

Each full-time student / employee will be issued an NCI parking permit. This permit is to be placed on the rear-view mirror of the vehicle.

- 1) Parking permits are the property of NCI, issued to a specific individual. Ownership is not transferable.
- 2) All vehicles must be parked within the marked boundaries of one parking space or stall.
- 3) Designated handicap parking spaces are for the exclusive use of vehicles displaying an official handicap permit.

## **IDENTIFICATION CARDS (ID)**

ID cards are issued to employees and Aviation Maintenance Technician (AMT 147) students for attendance verification. Students and employees are not permitted to clock any other person in or out. Lost or replacement fees are required for replacement.

## **STUDENT LOUNGES**

Student lounges are available during NCI's hours of operation and scheduled class times.

## **FIRST AID KITS**

A red cross is posted in the AMT lab / shop, Student Lounge and Employee break rooms to indicate the location of First Aid Kits.

## **BOOKSTORE**

Students and employees may purchase books and supplies from the NCI bookstore. The NCI bookstore may, at the discretion of the school administration, buy back academic textbooks used in preceding terms at no more than 50% of the initial purchase price, depending upon demand and the number of books in stock. Buyback decisions will be made on a course-by-course basis.

## **PLACEMENT ASSISTANCE**

One of NCI's outstanding features is placement assistance, offered at no cost, to all students. Although successful placement cannot be guaranteed, every effort is made to assist students in obtaining desirable employment.

## **PSI TESTING CENTER**

NCI is an authorized PSI Testing Center, offering computerized testing for Federal Aviation Administration examinations. NCI has on site Federal Aviation Administration Designated Mechanic Examiners.

## **SMOKING POLICY**

Designated Smoking areas are clearly marked on campus. NCI strictly prohibits the use of tobacco (including but not limited to cigarettes and smokeless tobacco) outside of the designated areas which include inside the school, NCI owned vehicles, and / or equipment.



## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM AND POLICY**

The purpose of this policy is to present employees and students of NCI with official notification of the applicable policies and penalties related to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Employees and students of NCI are required to be aware of and abide by the standards and provisions outlined in this policy statement. NCI will make this policy available to all employees and students via the NCI Catalog at [www.nci.edu](http://www.nci.edu).

### **STANDARDS OF CONDUCT/PROHIBITION OF ILLICIT DRUG USE**

The use, consumption, sale, purchase, possession, manufacture or distribution of illegal drugs, drug paraphernalia, and/or alcohol while on NCI property or while engaged in NCI activities is prohibited. All employees and students are subject to this policy and to applicable federal, state, and local laws related to this matter. Any violation of this policy may result in disciplinary actions as set forth in the applicable sections of this policy. NCI recognizes that employees and students may, in accordance with the federal, state, and local laws, choose to use alcohol on their own time.

### **SANCTIONS (FEDERAL, STATE, AND LOCAL LAW)**

Employees and students should be aware that there are criminal penalties – under federal, state, and local law – that make it illegal to use, manufacture, sell, or possess controlled substances. For a detailed listing of penalties see attached Federal Trafficking Penalties. Students must also be aware that there are federal financial aid penalties for drug related convictions – received prior to and/or while receiving aid – that can affect student eligibility to receive federal financial aid.

### **DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION**

NCI urges individuals with substance abuse problems to seek assistance and support. Students are encouraged to seek help through available national and community resources and hotlines including, but not limited to, the following examples:

National Council on Alcoholism and Drug Dependence (NCADD)

Hope Line: 1-800-NCA-CALL (800-622-2255) 24 Hour Affiliate Referral

[www.ncadd.org](http://www.ncadd.org)

Substance Abuse and Mental Health Services Administration (SAMHSA)

Telephone: 1-800-662-HELP (4357)

<https://findtreatment.samhsa.gov/>

National Institute on Alcohol Abuse and Alcoholism (NIAAA)

Telephone: 1-301-443-3860

Substance Abuse Treatment Facility Locator: <http://www.niaaa.nih.gov/alcohol-health/support-treatment>

National Institute on Drug Abuse (NIDA)

[www.drugabuse.gov/](http://www.drugabuse.gov/)

Looking for treatment:

Telephone: 1-800-662-HELP (4357)

Alcoholics Anonymous (AA)

Telephone: 212-870-3400 (or check your local phone directory under “Alcoholism”)

Website: [www.aa.org](http://www.aa.org)

1. 1-800-999-9999 National Directory of Drug Hotlines, Narcotics Hotlines, and Crisis Intervention Centers
2. 1-800-662-HELP Drug and Alcohol Hotline for Rehab/Treatment Referral Service
3. Alcoholics Anonymous 24-hour helplines by zip code
4. Narcotics Anonymous hotlines and helplines
5. 1-800-356-9996 Al-Anon & Alateen crisis line
6. 1-800-COCAINE National Cocaine Hotline, 24-hour counseling and referral
7. 1-800-9-HEROIN National Heroin Hotline
8. 1-888-MARIJUA National Marijuana Hotline
9. 1-800-273-TALK National Suicide Prevention Lifeline
10. 1-800-WORKPLACE Drug-Free Workplace Help

#### HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS AND ALCOHOL

Illicit drugs as well as alcohol and other drugs have various effects on the body and mind. The initial, short-term effects may be positive feelings like alertness, optimism, self-confidence, energy, or stress relief. However, the secondary, long-term, negative effects far exceed the initial positive effects.

The use of alcohol impairs reasoning and clouds judgment. Long-term drinking can lead to alcoholism and liver and heart disease. A person who begins drinking early in life is more likely to become a heavy drinker during adolescence and to experience alcohol abuse or dependence in adulthood.

Effects of drugs and alcohol use on the body:

- Mood swings/impaired judgment
- Depression/mania
- Sleep disturbances and irritability
- Increase in aggressive or combative behavior
- Heart and/or breathing difficulties/death
- Increased susceptibility to bacterial and viral infections
- Liver damage

Signs that indicate a person is becoming dependent on a substance:

- Increased tolerance. It takes more and more to get the desired effect. This increases the risk of overdose.
- Changes in relationships with friends and family.
- Withdrawal symptoms such as nausea, shakiness, headaches, convulsions, or hallucinations.
- Psychological dependence – thinking that using a substance will help him or her get through the day.

For more information on the use of drugs and/or alcohol and its effects on the brain and body, visit the National Institute on Drug Abuse (NIDA), [www.drugabuse.gov](http://www.drugabuse.gov).

## **INSTITUTIONAL SANCTIONS FOR DRUGS AND ALCOHOL VIOLATIONS**

Any employee or student who uses, possesses, manufactures, sells, or distributes controlled substances or alcohol in violation of law on NCI property or at NCI sponsored activities will be subjected to disciplinary action, in accordance with applicable policies of NCI and regulations and laws of the State of Tennessee. In addition to referral for prosecution and investigation, the appropriate action to be taken will be determined. Appropriate action may include any of the following:

- Warning
- Probation
- Suspension
- Expulsion (Termination)

NCI reserves the right to enforce disciplinary action upon a student for violation of any regulations stated herein regardless of any proceedings instituted by other authorities.

Notify the AMT Department of any prescription or over-the-counter medication(s) you are currently taking. Any medication or a drug that has potential side effects that may compromise the safety of you and others are prohibited. Side effects that may cause an unsafe environment are: Nausea, vomiting, epigastric pain / abdominal cramps, diarrhea / bloody diarrhea, gastro-intestinal bleeding / gastric ulcer / perforation, headache, dizziness, vertigo, nervousness, tiredness, disturbed sensation, memory disturbance, disorientation, insomnia, irritability, convulsions, depression, anxiety, nightmares, tremors, psychotic reactions, blurred vision, diplopia (double vision), impaired hearing, tinnitus (ringing in the ears), urticarial (hives), bronchospasm, palpitations, chest pain, anaphylaxis.

Possession and / or use of any substance or drug which may impair cognitive or psychomotor function by a faculty / staff member or student is strictly prohibited on campus property, in school owned vehicles including aircraft, or during an NCI function. Employees and students are prohibited from using, possessing, distributing, manufacturing, selling, or attempting to sell illegal substances or drugs. Each employee and student must submit to a possible initial drug screening. Thereafter, everyone will be subject to random testing, reasonable suspicion testing, and other testing as specified.

Refusal to submit to drug testing: If an actively enrolled student or employee refuses to submit to drug testing, NCI will automatically dismiss the individual. All prospective students who decline drug testing will likewise be denied enrollment.

## **PERSONAL BELONGINGS**

Lost / found items should be turned into your instructor. If not claimed the item is turned in to the administrative office, and after 30 days the property is disposed of. Enrollment or employment is conditional upon the consent of the student or employee to permit the search of toolboxes, personal items, and / or motor vehicles. Possessing unlawful or banned property is a school violation, subject to disciplinary action. Local law enforcement authorities may be contacted.

## **FIELD TRIPS**

Field trips are encouraged for academic enrichment. Students provide their own transportation. NCI is not liable or responsible for any expense involved, or injury occurring during field trips taken by students or faculty.

## **HEALTH INSURANCE**

All students are strongly encouraged to maintain health insurance coverage while in school. Health insurance encourages students to seek early intervention for their health issues and provides protection from potentially overwhelming financial burden which might delay academic achievement goals. NCI does not offer or sponsor any health insurance plans.

## **INSTITUTIONAL LIABILITY**

NCI disclaims liability for any kind of student injury or illness as a result of participation in intramural student activities, field trips, laboratory work and classroom activities. Every reasonable effort is made to provide safe conditions for these activities.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

All NCI students are members of the SGA. The SGA is a self-supporting entity in which members participate in various activities, career days, and other functions.

## **STUDENT HOUSING**

A list of apartments located near the Institute is available from the administrative office. NCI does not provide student housing.

## **WITHDRAWAL FROM NCI**

To officially withdraw from NCI and drop all courses, complete a Withdrawal Notification form through the Financial Aid Department.

A Student's official withdrawal date is determined by:

- 1) Date provided either on the Withdrawal Notification form, in person, in writing, or by phone.
- 2) The last date of attendance.
- 3) The date the student was expelled / dismissed from the school.

If the student does not follow NCI's withdrawal procedures: the unofficial withdrawal date is determined by the last date of attendance.

Student withdrawing during the official drop period will receive a grade of "WF or WP" for all courses attempted. Students who withdraw after the end of the official drop period will receive a grade of "F" for all courses. Students that stop attending NCI and are unable to be contacted will be institutionally withdrawn as of their last date of attendance.

## **GRIEVANCE POLICY**

Any person claiming damage or loss as a result of any act or practice by NCI that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Individuals who have concerns or complaints about their program, financial aid, this institution, or individuals associated with NCI, should seek resolution independently at the level of occurrence by utilizing the institution's instructors and staff. If one still has concerns, or needs assistance understanding the policies, contact the Registrar at 168 Jack Miller Blvd Clarksville TN 37042; 931-431-9700.

### **I. PURPOSE**

NCI recognizes that in any environment there are times when an individual needs to express concerns and school/work-related problems in a formal manner. This procedure establishes the process whereby one may present his/her concerns and other school/work-related problems and provides for the prompt and considerate review of such issues.

### **II. APPLICATION**

- A.** This procedure shall apply to grievances by and individual against NCI with regard to the terms and conditions of enrollment/employment. Further this procedure shall apply to grievances by one alleging that a school/work-related problem or condition is unfair, inequitable or a hindrance to the effective performance of the student's education or the employee's job.
- B.** Regarding employee grievances, this procedure shall not apply to grievances arising out of a termination as a result of a reduction in force, involuntary leave without pay, dismissal, demotion, non-renewal of a contract or period of probation.
- C.** Regarding student grievances, this procedure shall not apply to grievances arising out of a result from attendance requirements, GPA requirements, make up time, or academic schedule.

### **III. PROCEDURE**

#### **A. Step One:**

An individual with a grievance shall, within ten (10) business days after the action giving rise to the grievance, meet with his/her registrar, submit in writing the nature of the grievance and discuss the grievance. One shall specify in writing that he/she is filing a formal grievance. The written statement must be signed and dated by such person. The registrar will investigate the grievance and make a decision and inform the individual, in writing, within ten (10) business days after the initial meeting. If the registrar does not have the authority to resolve the grievance or if the grievance directly involves actions by this registrar, the individual may bypass this step and proceed directly with Step Two.

#### **B. Step Two:**

If the grievance is not resolved at Step One, the individual may request a meeting with the next level of institutional staff in the chain of command within five (5) business days after receiving receipt of the registrars' written decision or, in the case Step Two begins the grievance process, within ten (10) business days after the

action giving rise to the grievance. In either regard, the individual shall be notified of the date of the meeting within five (5) business days of receipt of the request for a meeting. One shall provide information in writing regarding the nature of the grievance at least two (2) business days prior to the meeting. The written statement must be signed and dated by the individual. The parties shall attempt to resolve their grievance informally at this level. The individual shall be notified, in writing, of the decision regarding the grievance within ten (10) business days after the meeting.

**C. Step Three:**

1. Decision by the President: Within five (5) business days after receipt of the decision in Step Two, or in applicable cases Step One, the individual may request, in writing, a hearing with the President. The written request must include the following: (1) a statement concerning the basis of the grievance; (2) a statement detailing the attempts to resolve the grievance and the results; and (3) a statement indicating the remedy or corrective action sought. The written statement must be signed and dated by the individual.

In the event that the individual's grievance directly involves actions by the President, the President shall forward the grievance to the CEO/Owner. The individual shall be notified of the date and time of the hearing with the President or Committee within ten (10) business days of receipt of the request to the President.

At the hearing with the President, the individual shall present his/her case and any relevant documentary evidence. Only the individual, the President and appointed shall be present. The President's decision is final.

2. Grievances Involving the President: Grievances that directly involve an action of the President shall be referred to the CEO/Owner. He/she may conduct an investigation into the matter and may conduct a hearing using the same procedures as the President or Grievance Committee as outlined in Section III, C, 1. The CEO/Owner's decision is final.

---

Licensure

Tennessee Higher Education Commission (THEC)  
Parkway Towers Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830  
(615) 741-3605 / 5293

Accreditation

The Council on Occupational Education (COE)  
7840 Roswell Road, Building 300  
Suite 325  
Atlanta, GA 30350  
Phone (770) 396-3898  
[www.council.org](http://www.council.org)

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (as amended FERPA):**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a

student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day that NCI receives a request for access. A student should submit to the Registrar, Dean of Admissions, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. 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 school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If NCI decides not to amend the record as requested, NCI 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.

3. The right to provide written consent before NCI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

NCI 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 NCI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NCI who performs an institutional service of function for which NCI would otherwise use its own employees and who is under the direct control of NCI with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 NCI.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NCI 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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within NCI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom NCI has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising NCI's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of NCI, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to



§99.36. (§99.31(a)(10))

- Information NCI has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if NCI determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of NCI’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act 485 (f) of the Higher Education Act) & Violence against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14)**

The following Campus Security Policy and Campus Crime Statistics are provided for North Central Institute (NCI) Clarksville, Tennessee. Statistics for the current year and the preceding two (2) calendar years are furnished.

Campus Crime Statistics:

CRIMINAL OFFENSES / HATE CRIMES REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
MURDER & NON-NEGLIGENT MANSLAUGHTER	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
RAPE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
FONDLING	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
INCEST	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ROBBERY	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

AGGRAVATED ASSAULT	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
BURGLARY	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
MOTOR VEHICLE THEFT	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARSON	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
CRIMINAL OFFENSES / HATE CRIMES REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
LARCENY – THEFT (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
SIMPLE – ASSAULT (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
INTIMIDATION (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY (ONLY IF A HATE CRIME)	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

VAWA OFFENSES REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
DOMESTIC VIOLENCE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
STALKING	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
	2023	0	0	0	0

DISCIPLINARY REFERRALS:	2022	0	0	0	0
LIQUID LAW VIOLATIONS	2021	0	0	0	0

---

## COURSE LISTINGS (ALL PROGRAMS)

---

### Discontinued Program:

Effective July 1, 2007, NCI no longer offers the Real Estate Certificate Program

### **COURSE DESCRIPTIONS**

Academic courses are listed first, followed by Aviation courses and then Aviation Maintenance Technician (AMT 147) courses.

The courses are numbered with a 3-digit number (Example: GN-120A).

- 1) The course title follows the number (Example: GN-120A Basic Electricity).
- 2) The number of theory, practical, and semester hours follows the title (Example: GN-120A-Basic Electricity 15/20/1.0).
  - a. The first number represents the number of theory hours for the course.
  - b. The second number represents the number of lab, shop, or practicum hours for the course.
  - c. The third number represents the number of semester hour credit assigned to the course.
  - d. The A, B, C, D identifier after the course number (GN-120A) indicates courses taken in linier order.

### **GENERAL EDUCATION COURSES**

#### **ACCT-101 Principles of Accounting I 45/0/3.0**

A study of terminology, principles, and practices involved in the accounting cycle, including an introduction to financial statements.

#### **ACCT-201 Principles of Accounting II 45/0/3.0**

Prerequisite: ACCT-101

A continuation of the study begun in ACCT-101 of terminology, principles, and practices involved in the accounting cycle, including an introduction to financial statements.

#### **BUSI-103 Introduction to Business 45/0/3.0**

An introduction to the various functions of business such as finance, management, marketing, personnel, etc. The study includes the role of business in the economy and the impact of social, financial, and technological influences on business decisions.

#### **BUSI-104 Business Law 45/0/3.0**

A study of the organization of courts and administrative agencies, legal principles involved in the law of agency, bailments, contracts, commercial paper, creditor rights, property mortgages and liens, insurance, sales, and estates. An overview of the history of legal development is also presented.

#### **COMP-101 Introduction to Computers 45/0/3.0**

This course will introduce the student to the basic functions and applications of a microcomputer. Hardware and software will be discussed and topics such as Microsoft operating systems, word processing, spreadsheets and databases will be included.

**ECON-201 Principles of Microeconomics 45/0/3.0**

An introductory course in microeconomic theory. Primary emphasis is placed upon the study of the behavior of individual decision-making units. Study will include demand and supply analysis, theory of consumer behavior, the theory of firm, and resource price-employment determination. The impact of various market structures upon price / output levels, resource allocation, and rate of technological advance is assessed.

**ECON-202 Principles of Macroeconomics 45/0/3.0**

Prerequisite: ECON-201

A continuation course focusing on macroeconomic theory and policy. The study builds on the foundational knowledge gained in the study of microeconomics and expands to classical and neo-Keynesian employment theory, fiscal policy, deficits and the public debt, and aggregate supply. The balance sheet approach to money and banking, the economic impact of various banking transactions, followed by monetary policy is also discussed.

**ENGL-221 English Composition I 45/0/3.0**

This course is a study of the discipline of essay writing, emphasizing the art of clearly delineating a thesis and supporting the thesis with coherent and convincing proof.

**ENGL-222 English Composition II 45/0/3.0**

Prerequisite: ENGL-221

A continued application of writing skills, with emphasis on analytic and argumentative writing and on locating, organizing, and using library resource materials in the writing.

**ENGL-223 Technical Report Writing 45/0/3.0**

Writing skills for the manager / supervisor or other professional. The course will focus on the composing of short reports, personnel evaluations, recommendations, and concise forms of written communication. Brevity, organization, and clarity of presentation will receive particular emphasis.

**MATH-201 Mathematics 45/0/3.0**

This course covers a variety of concepts in college mathematics. Emphasis includes operations with whole numbers, fractions, decimals, percentages, and variable expressions. Problem solving techniques and applications are used. Students are also introduced to Algebra, Geometry, and Statistics.

**MATH-202 College Algebra 45/0/3.0**

This course is designed to give the student a solid foundation in algebra, including operations with real numbers, variable expressions, radical expressions, and polynomials. Students are taught problem solving for equations and inequalities. Linear algebra and quadratic equations are also covered.

**MGMT-201 Principles of Management 45/0/3.0**

A study of modern management theories and concepts applied to contemporary business practices. Actual business management practices will be studied to compare and contrast results in planning, organizing, directing and controlling. Elements of management careers, environmental analysis, stress, decision support systems, and ethics will be discussed.

**MRKT-225 Principles of Marketing 45/0/3.0**

An introduction to marketing theory and concepts, with focus on the marketing mix, given situational constraints, the determination of target markets and the development of successful marketing plans. Consumer markets will be emphasized with an overview of institutional and international markets, social marketing, and consumer behavior. The steps in marketing research will be studied and applied to organizational strategic planning.

**PHYS-210 Applied Physics 45/0/3.0**

This course is designed to help students prepare for a career in aviation technology. Emphasis will include measurements and units, gas laws, the atmosphere, motion and acceleration, heat, and sound.

**PSYC-216 Introduction to Psychology 45/0/3.0**

An introductory course covering a variety of topics within the field of psychology such as sensation-perception, consciousness, learning and memory, motivation, emotion, developmental attitudes, and others in survey.

**SOCI-218 Introduction to Sociology 45/0/3.0**

An analysis of the society and culture dealing with social organization, control, institution, stratification, and social change.

**SPCH-224 Public Speaking 45/0/3.0**

A course in oral communication that includes instruction in effective public speaking techniques, the opportunity to listen to and evaluate speeches and the preparation and presentation by students of speeches designed to inform, persuade, and entertain.

**AVIATION COURSES****AP-104 Aircraft Powerplant 28/2/2.0**

This course is designed to enhance the aviation maintenance knowledge in the area of Powerplant. Instructional lectures on aviation topics and procedures along with hands-on, technical instruction are provided. Instruction to include but not limited to, the requirements of maintaining reciprocating and turbine engines ensuring airworthy condition, timing a magneto internally and to a reciprocating engine, perform compression testing, proper maintenance entries, proper use of 337 (major repair and alteration), writing airworthy and unairworthy letters, utilizing reference material.

**AR-103      Aircraft Airframe 27/3/2.0**

This course is designed to enhance the aviation maintenance knowledge in the area of Airframe. Instructional lectures on aviation and procedures along with hands-on, technical instruction are provided. Instruction to include but not limited to, use of button head and countersunk rivets, proper maintenance entries, proper use of 337 (major repair and alteration), writing airworthy and unairworthy letters, utilizing reference material.

**AR-220      Advanced Composites 12/8/1.0**

Prerequisite: Composite Experience / AF-230

The newer advanced composites use stronger fabrics and resin matrices, and new manufacturing processes to form the high strength components used structurally in aircraft. May be referred to as a Fiber Reinforced Plastic or FRP. This course will concentrate on the advanced composite material construction as used in aircraft, and the repair to the type of structure. (\*Course fee \$270.00, additional fees required for specialized equipment.)

**AV-102      The Documents of Aeronautics 45/0/3.0**

An overview and study of the Federal Aviation Regulations (FAR) pertinent to aircraft maintenance and the associated documents, publications, records, and weight and balance computations for the beginner in Aeronautics. The course includes basic aeronautical theories and concepts to aid the student in understanding their application to the applicable forms and documents.

**AV-105      Aeronautical Rules and Regulations 45/0/3.0**

An in-depth study of the Federal Aviation Regulations (FAR) as they apply to the daily functioning of the U.S. aviation industry within the National Airspace System. The broad range of rules and regulations governing the issuance of certificates, licensure, and ratings, and the regulatory conditions by which these documents are necessary. The legislative process by which a bill becomes law is highlighted as well as the regulatory process within the FAA: The Administrator's responsibilities, NPRMs, petitions for ruling, etc.

**AV-106      History of Aviation 45/0/3.0**

An overview of aviation history from the earliest myth and legend to the present day. The course emphasizes U.S. aviation industry development and the evolution of early government regulation and control. U.S. and international acts and conventions and their historical impact on national defense, public opinion, and individual rights, are discussed.

**AV-203      Aeronautical Safety 45/0/3.0**

A comprehensive examination of aviation accident prevention, and identification of the underlying human factors that contribute to aviation accidents. Emphasis is given to recognition of the impact an accident has on the aviation industry and the resultant safety prevention responsibilities are evaluated.

**AV-204      Aviation Maintenance Management 45/0/3.0**

A detailed analysis of maintenance regulations, structure, capabilities, and limitations of maintenance organizations. Management requirements and responsibilities directly related to the aircraft maintenance effort are analyzed and applied to the maintenance functions accomplished at depot and airport level facilities. Maintenance inspection and reporting requirements are included.

**AV-220      Aircraft Structures 45/0/3.0**

An introduction to the various types of aircraft structures. Areas covered will include control, lift, modeling, modifying, and powerplant mounting structures. Basic aerodynamic principles such as lift, drag, airfoils, and the effect of atmospheric conditions regarding stress will also be discussed. Basic sheet metal techniques, bonded structure construction, wood construction repair and inspection will be utilized. Welding and fabrication techniques of tubular structures are also included.

**AV-221      Aircraft Systems 45/0/3.0**

An introduction to the aviation maintenance skills required on aircraft systems. Areas covered are ice and rain protection, hydraulic and pneumatic power systems, landing gears systems, fire protection systems, aircraft electrical systems, aircraft instrument systems, communications and navigation systems, cabin atmosphere control systems and aircraft fuel systems.

**AV-230      Reciprocating Engine Theory and Systems 45/0/3.0**

An introduction to the skills required for the field of aviation maintenance on reciprocating engines to include theory in construction, induction and exhaust systems, engine fuel and fuel metering systems, engine ignition and electrical systems, engine starting systems, lubrication and cooling systems, engine removal and replacement, engine fire protection systems, and engine maintenance and operations.

**AV-231      Turbine Engine Theory and Systems 45/0/3.0**

An introduction to the skills required for the field of aviation maintenance on turbine engines to include theory and construction, induction and exhaust systems, engine fuel and fuel metering systems, engine ignition and electrical systems, engine starting systems, lubrication and cooling systems, engine removal and replacement, engine fire protection systems, and engine maintenance and operations.

**AV-270      Airport Management 45/0/3.0**

Provides a comprehensive examination of the major functions of airport management including master planning. A study of the socioeconomic effects of airports on the communities they serve.

**FCC-100      General Radiotelephone Operator (Elements 1 & 3) 16/0/1.0**

Code of Federal Rules and Regulations, basic electricity, direct / alternating current, transformers, motors & generators, semiconductors, power supplies, digital circuitry-measurements, AM, FM, receivers, transmitters, emission / frequency ranges, antennas, effective radiated power, UHF, avionics are covered.

**FCC-105      General Radiotelephone Operator with Radar (Elements 1, 3 & 8) 24/0/1.0**

Element 1: The basic essentials involving maritime rules and regulations, including basic radio definitions, operational procedures, priority of communications, antenna requirements, station logs, inspections, and other basic items. Element 3: Electronics, radio, and antenna fundamentals, which includes radio practices, electrical principles, circuit components, practical circuits, signals and emissions, antennas and feed lines, and radio wave propagation. Element 8: FCC Rules and Regulations pertaining to radar stations, introduction to radar, radar equations, radar ranges and their corresponding time intervals, radar transmitters and receivers, automatic frequency control (AFC), mixer stages, IF amplifier stages, discriminators, magnetrons, klystrons, traveling wave tubes (TWT), waveguides, radar antennas, duplexers and calculators, the echo box, the plan position indicator (PPI), pulsed radar, navigational radar systems, the Doppler effect and the CW radar system, radar interference, and radar unit operation and maintenance.

**GAP-100      Aircraft General, Airframe and Powerplant 79/9/5.5**

This course is designed to enhance the aviation maintenance knowledge in the area of General, Airframe, and Powerplant. Instructional lectures on aviation and procedures along with hands-on, technical instruction in all three areas are provided. Instruction to include but not limited to, use of button head and countersunk rivets, the requirements of maintaining reciprocating and turbine engines ensuring airworthy condition, timing a magneto internally and timing a magneto to a reciprocating engine, perform compression testing, proper maintenance entries, proper use of 337 (major repair and alteration), writing airworthy and unairworthy letters, utilizing reference material.

**GA-101      Aircraft General and Airframe 51/7/3.5**

This course is designed to enhance the aviation maintenance knowledge in the area of General and Airframe. Instructional lectures on aviation and procedures along with hands-on, technical instruction in both areas are provided. Instruction to include but not limited to, use of button head and countersunk rivets, proper maintenance entries, proper use of 337 (major repair and alteration), writing airworthy and unairworthy letters, utilizing reference material.

**GP-102      Aircraft General and Powerplant 52/6/3.5**

This course is designed to enhance aviation maintenance knowledge in the area of General and Powerplant. Instructional lectures on aviation and procedures along with hands-on, technical instruction in both areas are provided. Instruction to include but not limited to, the requirements of maintaining reciprocating and turbine engines ensuring airworthy condition, timing a magneto internally and timing a magneto to a reciprocating engine, perform compression testing, proper maintenance entries, proper use of 337 (major repair and alteration), writing airworthy and unairworthy letters, utilizing reference material.

**GS-105      Fundamentals of Instruction 45/0/3.0**

Basic instructional techniques in the field of aeronautics / aviation. The theory and practice of teaching, particularly as it applies to aircraft, air operations, and FAA requirements.



**GS-111      Basic Ground School 45/0/3.0**

Instruction in basic aerodynamics, pre-flight, Federal Aviation Regulations, navigation, radio aids, meteorology, and general service to aircraft. This course is designed for individuals working towards private pilot certification.

**AVIATION MAINTENANCE TECHNICIAN (AMT 147) COURSES**

**Approved under FAA Air Agency Certificate N4IT070K:**

**An A, B, C, D, identifier indicates courses taken in linear order**

**GN-110      Basic Mathematics 22/13/1.0**

Basic Mathematics course is designed to enhance critical thinking skills needed to perform mathematical equations in the aviation maintenance field. Areas to be covered: Extract roots and raise numbers to a given power, determine areas and volumes of various geometrical shapes, solve ratio, proportion, and percentage problems, perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers.

**GN-111      Physics 27/8/1.0**

Physics enables the student to use and understand the principles of simple machines, sound, fluid, and heat dynamics, basic aerodynamics, aircraft structures, and the theory of flight. Understanding how the types of force, pressure, volume, and air mass affect aircraft and flight is essential to the maintenance technician.

**GN-112      Weight and Balance 15/20/1.0**

Students learn to use manufacturers' publications, including weight and balance records for specific aircraft. The course includes how to locate necessary information to prepare and weigh an aircraft: placement of jacks, use of scales, leveling the aircraft, along with computing moment (weight x arm) and the center of gravity for a specific aircraft. Upon completion the student will understand the hazards of exceeding determined limits and adjustment of cargo or ballast to ensure safe aircraft operations.

**GN-120A      Basic Electricity 15/20/1.0**

Students learn Ohm's Law as it pertains to series, parallel, and series-parallel circuits and to calculate current, voltage drop, resistance, and wattage of different types of circuits. The course also covers calculating electrical power; determining current carrying capacity of various types of wire; and measuring current, voltage, resistance, continuity, and leakage using voltmeters, amp meters, ohmmeters, and Meggers.

**GN-120B      Advanced Electricity 21/14/1.0**

Prerequisite: Completion of GN-120A

The students will learn the theory of AC circuits and how to measure and calculate inductance and capacitance in various circuits. Students will also learn about transformers, capacitors, diodes, transistors, and other solid-state devices. Furthermore, they will learn how to troubleshoot using electrical schematics.

**GN-130      Materials and Processes 18.5/16.5/1.0**

This course introduces the students to the fabrication and installation of rigid and flexible fluid lines and fittings. Hand bending, single and double flaring, beading, and filing are discussed and demonstrated. The construction, installation and pressure testing of both rigid and flexible fluid lines are covered. How to identify the different types of corrosion, techniques, and equipment to remove corrosion and how to use protective coatings to control corrosion are covered.

**GN-131      Fluid Lines and Fittings, Cleaning & Corrosion 15.5/19.5/1.0**

This course introduces the students to the fabrication and installation of rigid and flexible fluid lines and fittings. Hand bending, single and double flaring, beading, and filing is discussed as well as demonstrated. Construction, installation, and pressure testing of both rigid and flexible fluid lines on a working system. How to identify different types of corrosion found in aircraft, to include intergranular, stress, fretting and surface corrosion. The proper use of equipment and techniques to remove corrosion, along with the selection and use of protective coatings to control aircraft corrosion are emphasized.

**GN-140      Aircraft Drawings 18.5/16.5/1.0**

Students learn to read, interpret, and draw schematic diagrams, drawings, and symbols, related to aviation maintenance. Such as sketches of repairs, alterations, blueprint information, charts, and graphs.

**GN-150      Ground Operations & Servicing 15/20/1.0**

This course introduces the students to the fundamental and practical skills of aircraft servicing, including fueling equipment, fuel loading, octane selection, safety precaution, external power source and ground support equipment. Operational procedures and hand signals for communications are performed. Also included is fire extinguisher selection and proper use, along with connecting and operating external hydraulic sources. Aircraft taxiing, parking, and tie-down are covered. Students are instructed in and perform aircraft starting, operating, and shutdown procedures.

**GN-160      Mechanic Privileges & Limits 14/21/1.0**

This course develops the student's fundamental knowledge on federal regulations governing the issuance, duration, experience, and limitations of maintenance technician certificates. This includes Inspection Authorization to classify aircraft repairs and alterations, as well as individual and repair station legal and ethical responsibilities under FAA / US government regulations.

**GN-161      Maintenance Publications 9.5/25.5/1.0**

This course develops the student's fundamental knowledge of reading; comprehending and applying information contained in federal aviation and manufacturers' aircraft specifications, data sheets, manuals, publications, and related Federal Aviation Regulations. Instruction includes identification of government regulations governing Airworthiness Directives, advisory material selection and use of technical data.

**GN-300      Application of General Subject Principles 15/20/1.0**

This course is recommended to be taken in the last block of general instruction, detailing how the collective general curriculum interacts as a whole within the aviation maintenance field. (i.e., electricity, drawings, materials, and processes).

**AF-215      Aircraft Structures and Basic Aerodynamics 15.5/19.5/1.0**

Students discover aerodynamics and the effect they have on flight and aircraft structures. Areas covered included: atmosphere conditions, air foils, lift drag, control surfaces and modifications.

**AF-220A      Basic Sheet Metal 14/21/1.0**

The student will be able to understand basic sheet metal techniques and application in aircraft construction, repair, and inspection. Use and care of sheet metal working tools, the identification of metal, hardware and basic metal heat-treating topics are covered.

**AF-220B      Advanced Sheet Metal 12/23/1.0**

Prerequisite: Completion of AF-220A

This course introduces the student to various techniques of fabrication and repair of sheet metal structures. Emphasis includes structural load analysis and assessment of damage, characteristics of aluminum alloys, standard and special fastener installation, and layout and forming techniques.

**AF-221      Assembly & Rigging Aircraft 16.5/18.5/1.0**

Students will understand the rigging of both fixed and rotary wing aircraft, alignment of structures and how to assemble aircraft components, including flight control surfaces. They will also be knowledgeable on how to balance, rig, and inspect moveable primary and secondary flight control surfaces.

**AF-225      Welding 12/23/1.0**

This course is an introduction to the types of welding equipment used on aircraft structures. Detail discussion and limited application on the preparations and precautions which must be followed when using brazing or welding equipment. Included is the theory of welding aluminum, magnesium, stainless steel, and titanium.

**AF-230      Composite Structure and Repair 15/20/1.0**

This course familiarizes students with bonded structure construction and repair. The characteristics of laminated structural materials, finishing techniques, and transparent plastic storage and repair are also studied.

**AF-231      Aircraft Fabric 14/21/1.0**

This course covers aircraft fabric inspection, structural preparation and selection of materials and covering methods. Use of tapes, threads, cords, and proper repair techniques such as stitching styles and the proper method of making seams are covered.

**AF-232      Aircraft Finishes 12.5/22.5/1.0**

Students work on aircraft finishes, including trim, lettering, and touch up painting. They also identify, select, and apply finishing materials, then inspect the finished product for defects.

**AF-233      Aircraft Wood 15/20/1.0**

This course covers inspection and identification of defects in wood, as well as the types of wood used in construction and repair. The student will explain wood working practices in layout, repair, manufacturing, and gluing of new components. Repair of elongated bolt holes and identifying protective finishes will also be covered.

**AF-240      Aircraft Instruments 17/18/1.0**

This course covers various flight instruments and their operation. Students will understand how to inspect, check, service, troubleshoot, and repair electronic flight instrument systems and both mechanical and electrical heading, speed, altitude, temperature, pressure, and position indicating systems to include the use of built-in test equipment.

**AF-241      Aircraft Avionics 17.5/17.5/1.0**

This course covers basic communication and navigation systems. Students will inspect, check, and troubleshoot autopilot, servos and approach coupling systems and inspect and repair antenna and electronic equipment installations as well. Aircraft electronic communication and navigation systems, including VHF passenger address interphones and static discharge devices, aircraft VOR, ILS, LORAN, Radar beacon transponders, flight management computers, and GPWS. GPWS will be inspected, checked, and serviced as required in course material.

**AF-245      Aircraft Electrical Systems 16/19/1.0**

An advanced study of AC / DC electrical systems, relays, switches, alternators, and other devices encountered in circuit analysis, troubleshooting, and repair. Inspection of aircraft electrical systems including wire inspections, controls, switches, indicators, and the types of repairs allowed, using appropriate technical manuals.

**AF-250      Hydraulic and Pneumatic Power Systems 11/24/1.0**

This course examines the theories of fluid dynamics as applied to aircraft hydraulic and pneumatic systems. Included are the identification, operation, inspection, repair, removal, and installation of the following components: selector valves, pressure regulators, accumulators, pumps, reservoirs, pressure gauges, actuating cylinders and their associated components and equipment. Types of fluids and their identification are discussed.

**AF-251      Landing Gear 15/20/1.0**

Assembly of tires and wheels and the balancing of these assemblies as well as their installation on the axle will be discussed and performed. Brake system component identification, inspection, repair, assemble, disassemble and adjustment will be addressed. This includes power brakes and emergency brake systems. Students are taught the operation, inspection, adjustment, and alignment of fixed and retractable landing gear systems to include landing gear shock absorption systems.

**AF-253      Cabin Atmosphere Control Systems 19/16/1.0**

This course teaches the functions and principles of aircraft heating and cooling systems along with the inspection, troubleshooting, and repair of these systems. Cabin pressurization, heating, cooling, and oxygen systems are covered. Students will understand the following: selector valves, pressure regulators, accumulators, pumps, reservoirs, pressure gauges, actuating cylinders and their associated components and equipment.

**AF-254      Airframe Fuel Systems 19/16/1.0**

The fuel systems (gravity fed and pressure) and its components are discussed and evaluated. A variety of tasks associated with fuel systems are completed to include fuel management, pumps, filters, lines, gauges, tanks, valve selectors, meters, and warning systems.

**AF-255      Fire Protection, Ice and Rain Control 19/16/1.0**

This course teaches students how to inspect, check, troubleshoot, service, and repair ice and rain control systems, including the principles of installation and operation of de-icing and anti-icing systems. Replacement and check operation of electrically operated air scoop and Pitot static or static vent anti-icing are also covered. The student will learn the three classifications of fires and the different agents used to extinguish them.

**AF-256      Position & Warning 20.5/14.5/1.0**

The study of the position and warning systems used in or on aircraft, the principles of operation and inspection of speed, stall, and takeoff warning systems, anti-skid brake control systems, and landing gear position indicating, and warning systems is covered. To check, inspect and troubleshoot malfunctions in the system are covered.

**AF-260A      Airframe Inspection I 12.5/22.5/1.0**

Understanding the purpose of airframe conformity and airworthiness inspections; and how to perform 100-hour and annual inspections is covered. Students will understand Federal Aviation Regulations governing inspection of aircraft and performance of pre-flight and daily inspections, completing FAA forms and reports in a clear, concise manner.

**AF-260B      Airframe Inspection II 14/21/1.0**

Prerequisite: Completion of AF-260A

This course completes student instruction in performing a 100 hour / annual inspection on an aircraft. Students' complete aircraft logbook inspections utilizing airworthiness directives, supplemental type certificates, service bulletins, and manufacturer's manual. Students will be able to enter accurate, descriptive information, as required by the FAA.

**AF-260C      Airframe Inspection III 12.5/22.5/1.0**

Prerequisite: Completion of AF-260A & AF-260B

This course completes student instruction in performing a 100 hour / annual inspection on an aircraft. Students perform aircraft logbook inspections utilizing airworthiness directives, supplemental type certificates, service bulletins, and manufacturer's manual.

**AF-300      Application of Airframe Subject Principles 15/20/1.0**

This course is recommended to be taken in the last block of airframe instruction, detailing how the collective airframe curriculum interacts as a whole within the aviation maintenance field. (i.e., position and warning, landing gear, and aircraft instruments)

**PP-214      Reciprocating Engine Theory, Design & Construction 17/18/1.0**

This course introduces the students to classifications of reciprocating engines according to their design, cooling systems, and cylinder arrangement. It includes nomenclature and purpose of cylinders, crankshafts, valves, bearings, piston, rings, connecting rods, seals, knuckle pins, and cam plate. Firing orders, valve clearances, valve timing, valve operating mechanisms as they apply to the four-stroke cycle engine are discussed, including diesel engine technology. The Otto Cycle and its development, engine events and cycles dealing with two stroke and four stroke engines, and computing volumetric, thermal, and mechanical efficiency are also covered. Valve overlap and power lapse are studied. Brake friction, indicated horsepower, piston displacement, compression ratio, brake, and indicated mean effective pressure are covered through formulas to compute solutions.

**PP-215      Reciprocating Engine Carburetor Systems 22/13/1.0**

This course covers reciprocating engine carburetors, venturi principles, fuel metering, types of carburetors, their inspection, repair, adjustment, maintenance, and overhaul is accomplished.

**PP-216      Reciprocating Engine Fuel Injection System 22/13/1.0**

Recommend taking PP-214 prior to taking this course.

Direct and continuous fuel flow injection systems are explained; instructions on their adjustments, maintenance and overhaul are covered, an overview of water injection systems for reciprocating engines in course material.

**PP-217A      Reciprocating Engine Maintenance and Overhaul I 13/22/1.0**

Recommend taking PP-214 prior to taking this course.

1 of 4 courses to accomplish detailed reciprocating engine maintenance overhaul. Includes reciprocating engine removal and overhaul. This also includes engine pre-inspection, preparation for removal, disassembly, cleaning, and inspection. Utilize required and precision tools.

**PP-217B      Reciprocating Engine Maintenance and Overhaul II 13/22/1.0**

Prerequisite: Completion of PP-217A

2 of 4 courses to accomplish detailed reciprocating engine maintenance overhaul: This course continues knowledge base and includes detailed disassembly, cleaning, and components dimensional inspection (i.e., crankshaft, camshaft, cylinder bore gauge) done in accordance with the manufactures' maintenance manual. This also includes replacement or repair i.e., crankcase, crankshaft, connecting rods, valve mechanisms and resurfacing cylinders and valve seats.

**PP-217C      Reciprocating Engine Maintenance and Overhaul III 11.5/23.5/1.0**

Prerequisite: Completion of PP-217A & PP-217B

3 of 4 courses to accomplish detailed reciprocating engine maintenance overhaul: This course continues knowledge base and includes reassembly of reciprocating engine in accordance with the manufacturers' maintenance manual.

**PP-217D Reciprocating Engine Maintenance and Overhaul IV 11.5/23.5/1.0**

Prerequisite: Completion of PP-217A, PP-217B, & PP-217C

4 of 4 courses to accomplish detailed reciprocating engine maintenance overhaul: Perform overhauled engine pre-run up inspection including compression check, prepare for installation – hoist, mount, connect, adjust as needed, and securing the engine completing the process.

**PP-220 Lubrication Systems 16/19/1.0**

Reciprocating and turbine lubrication systems will be taught. Students will be able to identify and select lubricants, inspect, repair lubrication systems and their components.

**PP-221 Induction and Exhaust 17/18/1.0**

Engine ice and rain control systems will be taught from the inspection through the repair stages; students will be proficient in carburetor air intake and induction manifolds of heat exchangers, superchargers, temperature control systems, and turbine engine airflow will be covered so that the students have basic knowledge and understanding of these systems.

**PP-222 Powerplant Instruments and Cooling 16.5/18.5/1.0**

The student will be able to inspect, check, troubleshoot, service and repair engine cooling systems and components to include baffles, deflectors, cowl flaps and cylinder cooling fins. Turbine engine cooling requirements, inspection blankets, and nacelle cooling will also be covered. Electrical and mechanical fluid rate-of-flow indicating systems, temperature and pressure are covered.

**PP-223 Engine Fire Protection 29/6/1.0**

The student will be able to understand reciprocating engine protection systems, fire zones and types of detection systems. Included will be fire extinguishing agents and dispensing systems, multi-engine fire protection systems, fire detection and extinguishing system maintenance and checks will be covered in detail.

**PP-224 Engine Electrical Systems 13/22/1.0**

Understanding the types, applicability, and operation of electrical wiring, controls, switches, indicating, and protective devices used in engine electrical systems is essential to an aviation maintenance technician. The use and repair of quick disconnect electrical connectors, engine driven generators, starters, and routing of electrical cables will also be covered.

**PP-225 Powerplant Ignition 17/18/1.0**

This course introduces the students to the ignition system of aircraft engines. The student will be able to disassemble, identify components, reassemble a magneto, and time a magneto to an engine. The students will be taught to use a harness tester to identify shorted leads on an engine, install, inspect, operate, troubleshoot, and repair an ignition booster system, remove, inspect, recondition, test, and reinstall spark plugs and know the difference between piston and turbine engine ignition systems.

**PP-226      Powerplant Starting Systems 12.5/22.5/1.0**

Includes reciprocating and gas turbine engine starting systems, AC / DC motor theory, construction, motor speed and direction, energy loss, inspection, and maintenance of AC / CD motors. Reciprocating engine starters are also presented in detail, inertia starters, direct-cranking starters along with turbine engine starters, electric starters, air turbine starters, combustion starters and pneumatic start systems.

**PP-227      Powerplant Inspection 16/19/1.0**

The student will be able to understand the minimum inspection requirements for both turbine and reciprocating engines. The preparation for inspection, writing proper logbook entries for 100 hour / annual requirements, and run-up procedures will be emphasized for both engine types.

**PP-230      Turbine Engine Development, Theory, Design & Construction 18.5/16.5/1.0**

This course provides an in-depth study of all the sections of a turbine engine. Included is the history of jet propulsion, types of turbine engines, principles of energy transformation and factors affecting thrust. The sections of a turbine engine: intake, accessory, compressor, diffuser, combustion, turbine, and exhaust will be taught. Engine mounts, noise reduction, and bearings, turboprop and turbo shaft engine design and construction will also be included in the course.

**PP-231      Turbine Fuel Metering System 16.5/18.5/1.0**

This course provides instruction on turbine engine fuels and additives, jet fuel controls, jet fuel control maintenance, and water injection systems for turbine engines. Turbine engine fuel system components such as fuel pumps, heaters, filters, nozzles, manifolds, and indicating systems are covered.

**PP-232A      Turbine Engine Maintenance and Overhaul I 16.5/18.5/1.0**

Recommend taking PP-230 prior to taking this course.

This course introduces the students to the maintenance / overhaul systems of turbine engines. These systems will be defined and discussed as well as the inspection, troubleshooting, and repair of such systems and components. This course also covers the preparation for and removal of turbine engines. Removing QCA components, preparing for, and installing powerplants receive in depth attention. Students also perform rigging inspection and adjustment for turbine engines.

**PP-232B      Turbine Engine Maintenance and Overhaul II 15.5/19.5/1.0**

Prerequisite: Completion of PP-232A

This course continues the maintenance / overhaul systems of turbine engines. It offers an in-depth study of turbine engine hot and cold sections, along with turbine disks, including inspection and repair. Compressor cleaning, turbine engine instruments, and operations are covered. Spectrometric oil analysis and calibration tests are incorporated into course outcome.



**PP-240A      Propellers I 16/19/1.0**

The basic principles, theory, classifications, and types of propellers (wooden and aluminum alloy) will be studied in detail. Propeller synchronization and ice control systems will be understood.

**PP-240B      Propellers II 16/19/1.0**

Prerequisite: Completion of PP-240A

The student will be able to understand and perform propeller maintenance, from inspection to repair. The Federal Regulation that governs propeller maintenance will be understood. Instruction will include the removal, installation, balancing and servicing of propellers to include feather propellers, repair fixed pitch and propeller governing systems.

**PP-300      Application of Powerplant Subject Principles 15.5/19.5/1.0**

This course is recommended to be taken in the last block of powerplant instruction, detailing how the collective powerplant curriculum interacts as a whole within the aviation maintenance field. (i.e., reciprocating engines, turbine engines, engine fuel systems)

---

## ADMINISTRATION FACULTY & STAFF

---

### NORTH CENTRAL INSTITUTE BOARD:

#### BOARD OF DIRECTORS

Lamar Haynes: CEO

#### OCCUPATIONAL ADVISORY COMMITTEE

Alan Anderson  
Sabrina Carter  
Doug Englin  
Robert Huffman  
John Patterson  
Tamela Taliento  
Jorge Badia

#### INSTITUTIONAL ADVISORY COMMITTEE

Patricia Bell  
Patricia Donahue  
Robert Huffman  
Tamela Taliento  
Shiva Lalta Persad Sooknanan

### STAFF

#### **Patricia Bell**

*Comptroller*

A.S. Accounting – Draughons Junior College  
FAA Written Test Examiner

#### **Lamar Haynes**

*Chief Executive Officer*

M.S. Management – Colorado Christian University

#### **Chiyana Leonard**

*Assistant Registrar*

Diploma- Administrative Office Technology & Accounting – Tennessee College of Applied Technology.

Certificate – Graphic Production Technician – Tennessee College of Applied Technology

Adobe Certified Professional in Visual Design - Adobe

#### **Linda Graves**

*Senior Evaluator*

A.A.S. Business Management – Central Texas College

#### **Roger (Dale) Roberts**

*Building & Cleaning Maintenance*

**Tamela K. M. Taliento**

*President*

MBA/A – Embry Riddle Aeronautical University

B.S. Agricultural / Business – Austin Peay State University

FAA Certificate – Ground Instructor (Advanced) & Fundamentals of Instruction

FAA T.C.S. Written Test Examiner

**Katlyn Trammell**

*Financial Aid Representative*

Diploma – Administrative Office Technology & Accounting – Tennessee College of Applied Technology

**Dale Wood**

*Dean of Admissions*

B.B.A. Professional Studies – Austin Peay State University

FCC Certificate with Radar Endorsement

FAA Written Test Examiner

**AVIATION FACULTY**

**Full Time:**

**Jorge Badia**

*Instructor*

FAA Certificate – Airframe & Powerplant

**Samson Peltier**

*Instructor*

M.S. Criminal Justice – Columbia Southern University

B.S. Professional Aeronautics – Embry Riddle

FAA Certificate – Airframe & Powerplant

FCC Certificate with Radar Endorsement

**Steve Wilson**

*Instructor*

FAA Certificate – Airframe & Powerplant, Airline Transport Pilot (Multi Engine Land), Commercial (Single Engine Land), Flight Instructor (Single, Multi Engine & Instrument Airplane), Ground Instructor (Advanced)

**Part Time / Adjunct**

**Sabrina Carter**

B.S. Business Management – Ashworth Community College – (in progress)

A.A.S. in Aviation Technology – North Central Institute

FAA Certificate – Airframe & Powerplant

FAA Authorization – Inspection Authorization

FCC Certificate with Radar Endorsement

**Allen Hildan**

FAA Certificate – Airframe & Powerplant

**Donald Huffman**

A.A.S. in Aviation Technology – North Central Institute

FAA Certificate – Airframe & Powerplant

FCC Certificate with Radar Endorsement

**Jeremy Leach**

A.A.S. in Aviation Technology – North Central Institute  
FAA Certificate – Airframe & Powerplant

**Donald Morris, Jr.**

A.A.S. in Aviation Technology – North Central Institute  
FAA Certificate – Airframe & Powerplant  
FAA Authorization – Inspection Authorization

**Samuel Sullivan**

A.A.S. in Aviation Technology – North Central Institute  
FAA Certificate – Airframe & Powerplant  
FAA Authorization – Inspection Authorization

**Tamela K. M. Taliento**

M.B.A.A. – Embry Riddle Aeronautical University  
B.S. Agricultural / Business – Austin Peay State University  
FAA Certificate – Ground Instructor (Advanced) & Fundamentals of Instruction  
FAA T.C.S. Written Test Examiner

**Dale Wood**

B.B.A. Professional Studies – Austin Peay State University  
FCC Certificate with Radar Endorsement  
FAA Written Test Examiner

**GENERAL EDUCATION FACULTY****Part Time / Adjunct:****Richard E. King**

A.A.S. in Business Technology – Hopkinsville Community College  
FAA Designee – Designated Mechanic Examiner  
FAA Certificate – Private Pilot (Single Engine Land), Airframe & Powerplant  
FAA Authorization – Inspection Authorization

**Archie Pace**

A.A.S. in Aviation Technology – North Central Institute  
FAA Certificate – Airframe & Powerplant  
FCC Certificate with Radar Endorsement

**Jennifer Tice**

B.A. English Literature – Knox College

**Tamela K. M. Taliento**

M.B.A.A. – Embry Riddle Aeronautical University  
B.S. Agricultural / Business – Austin Peay State University  
FAA Certificate – Ground Instructor (Advanced) & Fundamentals of Instruction  
FAA T.C.S. Written Test Examiner

**David Taylor**

M.B.A. Aviation – Embry-Riddle Aeronautical University  
B.S. in Professional Aeronautics – Embry-Riddle Aeronautical University  
FAA Certificate – Private Pilot (Single Engine Land)

**Jerry Verkler**

M.B.A. Aviation Technology – Embry-Riddle Aeronautical University  
B.S. in Professional Aeronautics – Embry-Riddle Aeronautical University  
A.S. in Aviation Maintenance Technology – Embry Riddle Aeronautical University  
FAA Certificate – Airframe & Powerplant

**Dale Wood**

B.B.A. Professional Studies – Austin Peay State University  
FCC Certificate with Radar Endorsement  
FAA Written Test Examiner

**Sherri Wood**

B.B.A. Administration – Accounting – Austin Peay State University  
M.S. Management – Accounting – University of Maryland University College

**DESIGNATED MECHANIC EXAMINER**

The following Designated Mechanic Examiners (DME) have been approved to use the facilities at North Central Institute for FAA testing purposes:

**Alan Anderson - Primary**

FAA Designee – Designated Mechanic Examiner  
FAA Certificate – Commercial Pilot, (Single Engine Land, Instrument Airplane), Flight Instructor (Single Engine, Instrument Airplane) Advanced Ground Instructor, & Airframe & Powerplant  
FAA Authorization – Inspection Authorization

**Mike Noblin**

FAA Designee – Designated Mechanic Examiner  
FAA Certificate – Private Pilot (Single Engine Land), Airframe & Powerplant  
FAA Authorization – Inspection Authorization

**Clayton (Skip) Zeller**

FAA Designee – Designated Mechanic Examiner  
FAA Certificate – Commercial Pilot (Rotorcraft-Helicopter), Private Pilot (Single Engine Land), Airframe & Powerplant  
FAA Authorization – Inspection Authorization

---

## INDEX

---

### A

ACADEMIC BOOKS AND SUPPLIES, 26  
ACADEMIC CALENDAR, 9  
ACADEMIC COURSE, 12  
ACADEMIC STANDARDS, 42  
ACADEMIC YEAR, 46  
ACCREDITATION, 3  
ADD / DROP PERIOD, 47  
ADMINISTRATION FACULTY & STAFF, - 81 -  
ADMISSION REQUIREMENTS & POLICY, 14  
ADMISSION TO NORTH CENTRAL INSTITUTE, 14  
ADVANCE STANDING / CREDIT INVENTORY EVALUATION, 44  
Agreement with Elkins Institute, 8  
AMERICANS WITH DISABILITIES ACT (ADA), 5  
APPEAL OF FINAL GRADE(S), 48  
APPEALS, 54  
APPLICATION, 60  
ASSOCIATE OF APPLIED SCIENCE DEGREE IN AVIATION TECHNOLOGY  
(AASD), 23  
ATTENDANCE, 19  
ATTENDANCE POLICY, 17  
AUDITING OF SUBJECTS, 49  
AUTHORIZATION STATEMENT, 3  
AVIATION MAINTENANCE TECHNICIAN (AMT 147) COURSES, - 72 -  
AVIATION MAINTENANCE TECHNICIAN PROGRAM (AMT 147), 18  
AVIATION MAINTENANCE TECHNOLOGY (AMT 65), 21

### B

BOOKSTORE, 55

### C

CERTIFICATES OF COMPLETION, 52  
CHANGE OF PROGRAM, 47  
COURSE LISTINGS (ALL PROGRAMS), - 66 -  
COURSE LOAD, 46  
CREDIT BY EXAMINATION (English & Business ONLY), 49  
CREDIT HOURS – CLASSROOM LECTURE / LAB, 46

### D

DEPARTMENT OF DEFENSE (DOD) VOLUNTARY EDUCATION PARTNERSHIP  
MEMORANDUM OF UNDERSTANDING (MOU), 8  
DESIGNATED POINTS OF CONTACTS, 26

DISBURSEMENT PROCEDURES, 30  
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM AND POLICY, 56

## **F**

FACILITIES, 5  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, 61  
FEDERAL AVIATION ADMINISTRATION APPROVAL, 3  
FIELD TRIPS, 59  
FINANCIAL AID, 27  
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP), 31  
FIRST AID KITS, 55

## **G**

GOALS AND VALUES, 4  
GRADE POINT AVERAGE (GPA), 48  
GRADES, 19  
GRADING SCALE, 48  
GRADING SYSTEM, 47  
GRADUATION REQUIREMENTS, 51  
GRIEVANCE POLICY, 60

## **H**

HEALTH INSURANCE, 59  
HISTORY, 4  
HONORS, 51  
HOW TITLE IV ASSISTANCE IS CALCULATED, 34

## **I**

IDENTIFICATION CARDS (ID), 55  
INCLEMENT WEATHER & CLASS INTERRUPTION POLICY, 17  
INCOMPLETE GRADES, 48  
INSTITUTION REFUND POLICY & PROCEDURES, 43  
INSTITUTIONAL LIABILITY, 59  
INSTITUTIONAL REFUNDS, 36

## **J**

Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics, - 64 -

## **L**

LEAVE OF ABSENCE, 35  
LEAVE OF ABSENCE POLICY, 50  
LETTER OF UNDERSTANDING / CONTRACTS, 8  
LOAN INFORMATION TO CONSIDER WHEN WITHDRAWING, 36

## **M**

MAKE-UP TIME, 19  
MAXIMUM PROGRAM TIME, 42

MEDIA RESOURCE CENTER / LIBRARY, 54  
MESSAGE FROM THE PRESIDENT, 2  
MISSION, 4

## **N**

NORTH CENTRAL INSTITUTE CHARACTERISTICS, 4  
NORTH CENTRAL INSTITUTES OBSERVED HOLIDAYS, 13

## **O**

OVERPAYMENT OF FEDERAL GRANT FUNDS, 36

## **P**

PARKING, 55  
PERSONAL BELONGINGS, 58  
PLACEMENT ASSISTANCE. *See*  
POLICY AND PROCEDURES, 34  
POST WITHDRAWAL DISBURSEMENTS, 36  
PROCEDURE, 60  
PROFESSIONAL AFFILIATIONS, 7  
PROGRAMS, 18  
PROGRESS RECORDS, 52  
PSI TESTING CENTER, 55  
PURPOSE, 60  
PURPOSE OF THIS PUBLICATION, 3

## **R**

REPEAT OF CLASSES, 48  
RETURN OF TITLE IV FUNDS (R2T4) POLICY, 34  
RETURN TO TITLE IV QUESTIONS:, 37

## **S**

SCHOLARSHIPS, 41  
SCHOOL AND STUDENT RESPONSIBILITIES REGARDING THE R2T4 POLICY &  
PROCESS, 37  
SMOKING POLICY, 55  
STANDARDS OF CONDUCT, 52  
STATEMENT OF OWNERSHIP, 3  
Steps in the Financial Aid Process:, 28  
STUDENT ADVISEMENT, 45  
STUDENT ATTIRE, 17  
STUDENT HOUSING, 59  
STUDENT INFORMATION, 52  
STUDENT LOUNGES, 55

## **T**

TABLE OF CONTENTS, 1  
THE RETURN OF TITLE IV FUNDS STEPS, 35



TITLE IX, EDUCATION AMENDMENTS OF 1972, as amended, 5  
TITLE VI, 42 U.S.C. § 2000d et seq; AGE DISCRIMINATION ACT OF 1975; EQUAL  
OPPORTUNITY, 5  
TRANSCRIPTS, 52  
TRANSFERABILITY OF CREDIT LIMITATIONS, 44  
TUITION AND FEE PAYMENTS, 26  
TUITION ASSISTANCE BENEFITS, 39  
TUITION ASSISTANCE REFUND POLICY & PROCEDURE, 44  
TUITION, FEES AND EXPENSES, 25

## **V**

VERIFICATION, 29  
VETERANS ATTENDANCE, 41  
VETERANS BENEFITS, 37  
VISION, 4

## **W**

WITHDRAW FROM NCI, 35  
WITHDRAWAL FROM NCI, 59  
Workforce Investment Act (WIA), 8

---

**END OF INDEX**

---