

NAA TB ADDENDUM

2022-2023 Catalog, 2022-2023 Student Catalog

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(Deletions denoted by strikethroughs. Revisions denoted by underscores)

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	proficiency expected by the many aviation related occupations. Term grades are based on a combination of: Practical Assignments, written and hands on (1/2) (45%) and , Subject Examinations (1/2) (45%) and Attendance 10%		
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ATTENDANCE AND ABSENCES

Attendance is essential to the student for the timely completion of the school curriculum. Most recruiters in the aviation industry that recruit from NAA base some of their selection decisions on attendance. In order to emphasize its importance, a student's attendance will constitute 10% of each subject grade and will be computed as follows:

- (1) Students who miss no time or only miss time excused in accordance with the excused absence policy in a subject will receive an attendance grade of 100% for that subject.
- (2) Students who miss one or more hours not excused in accordance with the excused absence policy will receive an attendance grade of 70% for that subject.

Students must physically be in attendance and under the supervision of the appropriately rated or qualified instructor(s), except as described in the excused absence policy, to receive credit for attendance during all scheduled classroom and lab activities:

1. Students will not graduate unless they have completed all of the required hours and academics of the approved program and satisfy the training and enrollment agreement.
2. All class time missed in any subject that is not excused, whether initiated by the student or in the event of an unanticipated school closure, must be made up. Make-up time and location will be at the discretion of the Director of Education. (DOE)
3. Students who accumulate more than 35 hours of outstanding missed time in their current term after being granted excused absences (21 hours maximum) will be withdrawn for unsatisfactory attendance.
4. Missed time, missed or failed exams, and/or incomplete practical projects are expected to be made up as soon as possible, but must be made up prior to commencement of DOT 1 of the following term. Students graduating from their scheduled program will have five (5) school days from the Last Day Attended (LDA) to successfully make up any incomplete missed time.
5. Students with incomplete/unsatisfactory curriculum-required material due to absences will receive an Incomplete (I) grade for that subject until all hours and missed materials are satisfactorily completed. At the commencement of DOT 1 of the following term, all incomplete (I) grades will be converted to Fail (F) and/or Withdraw Fail (WF), the student will be withdrawn from the scheduled program. A student withdrawn for unsatisfactory attendance (Fail and/or Withdraw Fail) will be required to retake all affected subjects in their entirety upon reentry.
6. Student may have a maximum of 21 hours of Excused Absences per term. All absences beyond the first 21 hours of Excused absence must be made-up in accordance with the published Attendance Policy. The following requirements must be adhered to when granting Excused Absences:
 - a. Excused Absences will only apply to the first 21 hours missed per term.
 - b. All missed Test and Practical Projects must be completed satisfactorily.

- c. Excused Absences must not exceed 10% of any course (General, Power Plant, Airframe)
- d. Excused Absences must not exceed 10% of any financial aid payment period for Title IV eligibility.
- e. Use of excused absences may affect a student's grade on tests and practical projects.
- f. Excused absences will affect a student's ability to receive awards and privileges.
(Example: perfect attendance, early testing, tool voucher)

The education staff will monitor attendance and academics. A suspected pattern of absence abuse, as determined by the program Director of Education (DOE), will be addressed with the student on a case-by-case basis.

At a minimum, the student will be notified as follows:

- (1) Instructors will monitor and counsel students who miss time until their excused absences have been exhausted.
- (2) Once a student has exhausted their excused absences for a given term, the program DOE will remind the student that they have no additional excused absences remaining. Additionally, they will be reminded that accumulating more than 35 hours of outstanding missed time or failing to make up all missed time prior to the commencement of DOT 1 of the following term will result in withdrawal from the program. The program DOE will document this counseling in writing.

REQUIREMENTS FOR MISSED TIME CHARGES AND MISSED TIME DOCUMENTATION

The National Aviation Academy requires mandatory attendance for the Aviation Maintenance Technician 2000-hour (AMT) program, Aviation Maintenance Professional 3000-hour (AMP) program, and the Advanced Aircraft Systems (AAS) 1000-hour program. Therefore, it is in the best interest of the student to avoid any Class/Hangar time absence and associated missed time charges.

Students who are withdrawn due to excessive absences or failure to make up all outstanding missed time prior to the commencement of DOT 1 of the following term (or five school days from the LDA for students graduating from their scheduled program).

NAA recognizes that occasionally absences cannot be avoided, and as a result, students attending NAA classes must promptly contact the Education Service office via the absentee phone (727-499-4000) or with a timely email to report their absence during the school day, including if the student is coming in late, leaving early or absent all day.

LEAVE OF ABSENCE

An approved leave of absence (LOA) is not considered a withdrawal and is only utilized for approved military or medical circumstances. If you are receiving Veterans Benefits, the Department of Veterans Affairs does NOT recognize an LOA, and you will be treated as a Withdraw for funding purposes. The DOE may approve an LOA per NAA policy. A student on LOA will not incur any additional fees or charges during the term of the LOA.

Important facts:

- An LOA cannot exceed one-hundred and eighty (180) calendar days in length in any (12) month period. Your original tuition amount will be honored. If you owe hours and/or academics, you will be required to make these up when you return.
- If the student does not resume attendance at the institution at or before the end of a leave of absence, the student will be withdrawn. If the student owes hours and academics, these incomplete subjects will turn into failed grades, and these subjects will need to be repeated. The student will be required to pay the prevailing tuition rate when he/she returns to school.

To request an LOA:

- Students must interview with the DOE. Requests for LOA should be made in advance, in writing and must be signed by the student with the appropriate justification.
If a written request is not possible due to unforeseen circumstances, NAA will place the student on LOA and collect the written request upon the student's return.
- After the LOA has been approved, the student must meet with the Office of Financial Aid
- At the time of LOA, a return date will be established. A student granted an LOA will re-enter the program at the same point where the LOA started.
Failure to return on the expected date may affect future financial aid programs and satisfactory academic progress and require withdrawal, which will begin the federal grace period for repayment of federal student loans.

National Aviation Academy does not grant LOA's for academic reasons.

If you are receiving Veterans Benefits, the Department of Veterans Affairs does NOT recognize an LOA and you will be treated as a Withdraw for funding purposes. VA Students will be terminated in VA Once and Education benefits will cease. Education benefits will be recertified once the student posts positive attendance.

CONDITIONS FOR RE-ENROLLMENT

Students who have previously been withdrawn may be considered for re-enrollment by the Director of Education. The tuition rate charged will be the prevailing hourly rate in effect at the time of re-enrollment, and a new or modified Enrollment Agreement will be required.

STUDENT RECORDS

Upon written request and when all financial obligations to the school have been met, NAA will provide three official transcripts and one unofficial transcript at no charge that contains the following information:

- (1) Listing the course of study
- (2) Courses completed with grades attained
- (3) Clock hours attended
- (4) Dates of attendance
- (5) A student may request in writing that a transcript be forwarded to an employer or school

All official files and records of students are maintained on campus and can only be accessed by NAA personnel for official and company purposes. These files and records are confidential and will not be disclosed for any purpose unless proper authorization is determined. A student can submit a formal request, in writing, to receive a copy of their student file, to the Vice President of Education Services.

Note: Also see the section at the end of the Catalog speaking to student rights under FERPA

GRADING STANDARDS

National Aviation Academy prepares graduates for employment in the aviation industry as maintenance professionals. As such, academic evaluation is directly related to the student's progress and to the proficiency expected by the many aviation related occupations. Term grades are based on a combination of: **Practical Assignments, written and hands on** (45%), **Subject Examinations** (45%) and **Attendance** (10%).

Students receive a final grade at the successful completion of each subject.

- If a student is withdrawn for unsatisfactory attendance/academics (Fail and/or Withdraw Fail), the student will be required to retake each failed subject or course in its entirety upon reentry into the program.

The Grading Scale is as follows:

Percentile	Grade	Competence
100 – 90	A	Excellent
89 – 80	B	Very Good
79 – 70	C	Average
0 - 69	F	Failing
-	I	Incomplete
-	W	Withdraw
69	WF	Withdraw/Failing
-	TC	Transfer Credit

I - This grade occurs when a student has not completed all missed time hours and academics at the end of the subject. If course work or missed time is not successfully completed by commencement DOT 1 of the following term, the "I" grade will automatically change to an "F."

WF - This grade occurs when a student withdraws from the program and was scheduled in a subject and does not successfully complete all of the hours and academics, labs, projects, shop, tests, and final exams associated with the subject.

F - This grade occurs when a student does not successfully complete all subject work, labs, projects, shop, attendance, tests, and final exams; OR a student failed to submit the outstanding coursework or complete all Missed Time Hours prior to the commencement of DOT 1 of the following term.

W - This grade occurs when a student is scheduled for a term but fails to post positive attendance in the subject.

TESTING AND PRACTICAL PROJECTS

General:

A minimum passing score of 70% (2.00 GPA) is required in each subject. All required attendance, practical questions, projects, labs, graded make-up materials, entrance exams, quizzes, subject final tests and course final tests at NAA are part of the curriculum and require a minimum passing score of 70%.

- (a) All failed tests must be retaken with a minimum passing score of 70% and will receive a maximum score of 70% (2 retakes per failed test).
- (b) All practical projects must be reworked to a minimum score of 70% and will receive a maximum score of 70%.
- (c) All assignments and tests missed/not completed on scheduled date or in accordance with the student academic action plan may receive a maximum score of 70%.

Practical Projects – Performance assessment guidelines

The school will use practical knowledge and skill element projects to determine a student's competence and proficiency.

- (a) Knowledge objectives may be evaluated in the form of written and/ or orally presented questions.
- (b) Skill element tasks may be directly observed and/or inspected upon completion as appropriate.

Testing

- (1) Subject Examinations must be in written and /or electronic form and administered on the scheduled day of term (DOT).
 - (a) All students present or in attendance on the scheduled DOT are required to take the subject examination.
 - (b) Students absent or not taking a test on the scheduled day must make up the test per the student's academic action plan.
 - (c) Students who do not take a subject examination on the scheduled day will receive a maximum score of 70% unless the student has a documented medical reason, military obligation, or court appearance.
 - (d) Examples of valid documentation include a doctor's note, military orders, or a summons.
 - (e) In any case, all subject tests must be passed no later than the commencement of DOT 1 of the following term.

- (2) Course examinations must be in written and / or electronic form and given on the specified DOT after completing all subjects in each corresponding course (General, Powerplant, and Airframe).
- (a) The student must meet the following criteria before course evaluations examinations may be administered:
 - i) All subjects of the course must be successfully completed.
 - ii) All requirements for scheduled attendance must be accounted for and credited.
 - iii) All enrollment agreement requirements must be met.
 - (b) All students present and meeting criteria on the scheduled DOT are required to take the course examination.
 - (c) Students that are absent or do not take a test on the scheduled day must make up the test per the student's academic action plan.
 - (d) Students who do not take a subject examination on the scheduled day will receive a maximum score of 70% unless the student has a documented medical reason, military obligation, or court appearance.
 - (e) Examples of valid documentation include a doctor's note, military orders, or a summons.
 - (f) Students must score a minimum of 70% on course examinations in order to receive a course completion or graduation certificate.