



UNIVERSITY OF ARKANSAS  
**PULASKI TECH**

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Aerospace Technology

# **Student Handbook**

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## **Student Responsibility Statement**

Students enrolled at UA - Pulaski Tech are expected to study this handbook and the UAPTC Student Handbook. Students are to carefully read and to become familiar with all policies, procedures, and regulations of the university. Knowledge of the information contained in the handbook is the responsibility of each student. The provisions of this handbook are subject to change at any time and should be considered for informational purposes. This handbook does not constitute a contract between the university and the student.

**This Aerospace Department handbook is in addition to the college handbook. It does not replace or negate any policy or statement in the UAPTC handbook.**

## **Aviation Enrollment Prerequisites**

**Aviation General AVAT 10010, Applied Tech Math TECH 12033 and Applied Physics PHYS 10183 require the following minimums;**

A score of 17 or above on the Reading section of the ACT, or a score of 249 or above on the Accuplacer Reading Comprehension test, or completion of READ 03003 (Foundations of Literacy) with a grade of "C" or better.

A score of 17 or above on the English section of the ACT, or a score of 249 or above on the Accuplacer Sentence Skills test, or completion of ENGL 01171 (Composition Review) with a grade of "C" or better.

A score of 18 or above on the Math section of the ACT, or a score of 256 or higher on the Accuplacer Next Gen Quantitative Reasoning test, or completion of MATH 04244 (Transitional Algebra) or MATH 11103 (Mathematical Reasoning) with a grade of "C" or better.

## **Aviation Maintenance Technology Attendance**

In addition to the UAPTC policy, the AMTS program has make up requirements for missed time. At the discretion of the instructor, missed time can be made up by any one or a combination of the following means;

- Practical
- Classroom
- Study/Quiz Handouts

The instructor may allow up to a three percent absence in a section without make up time required. For consideration of this allowed time, the absence must comply with the college policy, be non-critical time as determined by the instructor, and the student must have a passing grade for the current section.

## **Inclement Weather Missed Time Make-up**

Class time missed due to official campus closure will be made up with as many Friday classes as necessary during Spring and Fall semester. Make up will begin on the Friday following the week of the weather event. The Friday make-up days will be considered regular class days with required attendance.

Utility, security or any other circumstance necessitating a campus closure will follow the same make-up policy as inclement weather caused closure.

Summer semester make-up time will be before and after regular Monday through Friday class hours. If necessary, the summer semester will be extended to complete course content.

## Maximum Missed Time

More than 15% missed time, not due to campus closure, will require retaking a subject block.

In unavoidable circumstances and with instructor and director approval, missed time may be extended up to but not to exceed 25%. The student must provide written documentation that the time missed was unavoidable in one of the following; family emergency, medical condition, military orders or court required presence.

Additionally, to qualify for up to 25% absence, the student must currently have a passing grade for all sections of the current semester.

Time missed due to violation of UAPTC Student Code of Conduct or The Aerospace Technology Handbook, will be subject to these missed time parameters.

## Retest Schedule

Missed or failed test must be taken or retaken within 5 class days of the original test date. Failure to make up a missed test within 5 class days will result in a test score of zero, in the case of a retest, the student will not be eligible after 5 class days.

Make up or retests must be requested to the instructor via Blackboard.

Failure of more than 49.9% of a semester will disqualify student from sectional retake in future semesters, the entire semester will be retaken.

## College Paid Testing Time Line Requirements

The three written FAA test and two O&P testing fees are paid UAPTC, if the tests are taken within sixty calendar days of transcript section completion and or 8610-2 dates (test date eligibility).

Students are also eligible for one UAPTC paid second testing of a written tests, if the second test is completed within the same sixty-day time frame.

If a student is required to retake a written test, additional instruction and required signature to avoid the retest wait period, are offered if the retest is completed within sixty days of original testing eligibility.

## **Campus Visitors Policy**

Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled course is being taught. The only exceptions to this policy are visitors that are being escorted by college officials or those that are being escorted by the Office of Admissions for the purpose of a college tour. UA - Pulaski Technical College encourages prospective students, parents, community members, and groups seeking additional information about the college to schedule a campus tour. To schedule a tour, call the Admissions Office. While anyone may visit the campus at any time, it would be beneficial for prospective students to have an escort who is able to answer questions about the college. Members of the news media must be escorted at all times by a Public Relations and Marketing staff member.

UA - Pulaski Technical College makes every effort to provide a family-friendly environment for the campus community. Participation in the family-oriented events offered by the College is encouraged. Offices, workspaces, and classrooms, however, are not designed with the safety and well-being of children in mind. At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent. The parent shall not ask any other student, employee, or person to supervise the child while on campus. Children may not be present at any time in areas that contain machinery or equipment that may be hazardous, labs in areas such as science, welding, culinary, and allied health, or in vehicles owned by the college.

## **Dress Code**

### **Personal Jewelry**

Bracelets, rings, watches, necklaces, etc. shall be removed prior to performing any work on any equipment or machines(s). Ear jewelry shall not be allowed to hang from any portion of the ear.

### **Clothing**

Upper and lower body attire shall be close fitting without excessive looseness to any part of the garment (sleeves, collars, legs, etc.) Students will not be permitted to wear clothing with large holes. Any clothing intended to cover the lower half of the body

beginning at the waistline, will not be allowed to sag below the waistline (pants/shorts). Students will not be permitted to wear clothing with offensive logos, pictures, or words.

Attire must be modest and appropriate for an aviation maintenance environment.

*\*Clothing sold as pajamas and bathrobes are not considered appropriate attire and constitute a safety hazard; therefore, shall not be worn to class\**

### **Footwear-** (leather shoes recommended)

Closed toed shoes with backs are required. This means that the entire foot (front, top, sides, and back) shall be completely enclosed and protected. Absolutely, NO open toed shoes, crocs, flip flops, or high heels will be worn in the hangar. Shoes are required to have a soft “no-slip” rubber sole to provide a firm grip for all standing and climbing.

### **Hair Restraints**

Hair must be tied back while working in the hangar(s). Long hair should be tied back, or under a hat, to prevent it being caught in machines or training equipment.

### **Safety Glasses**

Must be worn at all times when working around machinery or power tools; all safety glasses are to meet the ANSI Z87.1 (American National Standards Institute.)

### **Hearing Protection/Ear Plugs**

Should be worn when operating equipment or engines to protect your ears from excessive noise.

### **Work Gloves**

Students will wear work gloves for safety while working with power tools or machinery. Exceptions based on state or federal guidance will be directed by the instructor.

**Profanity**

Profanity, verbal written, gestured or any other form is prohibited.

**Conduct**

Rude or disruptive behavior will not be tolerated. Horseplay or any unsafe behavior is not allowed on campus.

**Violation of UA-PTC Student Code of Conduct or The Aerospace Technology Handbook**

Violations are to subject removal from campus and to UAPTC Disciplinary Procedures.