

STUDENT HANDBOOK



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Table of Contents

Accreditation	3
Class Schedules/Class Cancellation	4
Media Resource Center/Library	4
R.F. Sink Library	4
Clarksville – Montgomery County Library	5
Austin Peay State University	6
Counseling	6
Job Placement Assistance	6
Emergency Exits	6
Emergency Procedures	7
Parking	7
Housing	7
Student Lounge	7
Food, Beverage, Smoking Policy	8
Standards of Student Conduct	8
Student Responsibilities	9
Student Breaches of Conduct	9
Disciplinary Actions	10
General	11
Dress Code	11
Non-Discrimination Statement	11
Grievances – Appeals	12
Student Government Association	12
Alpha Eta Rho, INC. Aviation Fraternity	13
Mentoring Program	13
International Students	13
Personal Belongings	13
Children	13
Field Trips	14
Drugs/Substance Abuse Tape	14
NCI Catalog	18
Residency Requirements	18
Graduation Requirements	18
Attendance	18
Scholastic and Progress Standards	20
Incomplete Course	20
Course Failure	20
Student Attire	21
Required Course Material	22
All General, Airframe and Powerplant course numbers	26
Notes	27
Student Uniform Program	29
One Last Note	31
Student Uniform Form	32
Laptop Contract Form	36
Student Acknowledgement Form	37

STUDENT HANDBOOK

The Student Handbook for North Central Institute: School of Aviation Maintenance (NCI) sets forth many of the policies and procedures that apply to students at the Institute. However, it is not a substitute for the NCI Catalog, and all students should be familiar with both publications in order to better understand the requirements of their particular program of study and the rules that apply to all students enrolled at NCI. In particular, this handbook governs the general academic or degree seeking and the Part 147 Aviation Maintenance Technician student. The handbook and the catalog together will explain the majority of what you may need to know and be aware of while a student at NCI, and will help you be successful in your course of study.

If, after consulting the Student Handbook and the NCI Catalog, you have questions or concerns, contact one of NCI's representatives. Every possible effort will be made to provide an answer or address your situation. In large part, what you get from your education here at NCI will be what you put into it, and the responsibility rests with you to determine how successful you become.

The NCI Student Handbook is under the purview of the President; interpretation and directive decisions are made by the President; and ultimate authority lies with the President of NCI. The Administrative Procedures Manual dictates the manual format and outlines Department areas of responsibility. Every effort has been made to ensure factual accuracy.

For any questions, comments, or concerns regarding information contained within these documents, contact the President at (931) 431-9700.

ACCREDITATION

North Central Institute (NCI) is accredited by the Commission of the Council on Occupational Education (COE), 41 Perimeter East NE, Suite 640, Atlanta, GA, 30346; phone (770) 396-3998, NCI operates under the authorization of the Tennessee Higher Education Commission (THEC).

CLASS SCHEDULES/CLASS CANCELLATION

Course schedules can be found in the NCI Catalog or are readily available through the Curriculum Department. Schedules include the Aviation Maintenance Technology Certificate Programs, Academic/Degree Program, FCC. Classes are scheduled on an as needed basis.

Should NCI cancel classes due to inclement weather, or other circumstances that do not allow for advance notice, students can tune into local radio station WCVQ 107.9 FM, Channel 2 television news or our website WWW.NCI.EDU. Students should use their own discretion during inclement weather and travel circumstances.

MEDIA RESOURCE CENTER/LIBRARY

NCI has a Media Resource Center/Library on campus which provides educational support to the faculty and students; the Media Resource Center/Library is open during NCI business hours 8:00 a.m. to 5:00 p.m. and during the hours classes are in regular session. If a student needs access when classes are not in session, he/she should contact the Curriculum Department.

The Media Resource Center/Library houses a wide selection of references, books, technical manuals, periodicals, newspapers, and videotapes. Individuals may obtain materials upon request.

Materials are available for checkout by students, faculty, and staff. Please see a Curriculum representative for checkout procedures.

Several computers, a word processor, copy machine, and calculator are available for use.

R.F. SINK LIBRARY

The R.F. Sink Library, located in Building 38, on 25th Street, Fort Campbell, Kentucky, may be utilized by NCI students. The library supports all on-post educational programs from remedial classes through graduate degrees.

There is no fee for a library card; however, individuals are required to show a military ID card. Non-card holders must furnish a Fort Campbell work address or a student ID card from North Central Institute.

The R.F. Sink Library contains approximately 70,000 books and references, as well as periodicals and video tapes. Materials may be borrowed for two weeks and may be renewed for another two weeks.

Additional information regarding policies and procedures may be obtained by contacting the Reference Director at (502) 798-4827.

Hours of Operation:

Monday – Thursday	10:00 a.m. – 8:00 p.m.
Friday, Saturday, and holidays	10:00 a.m. – 6:00 p.m.

Typewriters, computers, laptops, microfiche, and microfilm machines are available for use. A photocopier is available to use for a fee.

CLARKSVILLE – MONTGOMERY COUNTY PUBLIC LIBRARY

NCI students may also utilize the Clarksville – Montgomery County Public Library located at 350 Pageant Lane in Clarksville, Tennessee.

Students may obtain a library card by providing proof of residence in the Montgomery County area) to include Fort Campbell). Materials may be checked out for a three - week period.

Additional information regarding policies and procedures may be obtained by contacting the Reference Director at (931) 648-8826.

Hours of Operation:

Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday, Saturday, and holidays	9:00 a.m. – 6:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Typewriters, microfiche, and microfilm machines are available for use. A photocopier is available (fee required).

AUSTIN PEAY STATE UNIVERSITY

The University Library is located on Austin Peay State University's campus in Clarksville, Tennessee, and serves as an additional resource. It may be utilized by NCI students as well as the entire Montgomery County community.

Individuals wishing to borrow materials are required to purchase a \$10.00 depositor's card at the library. Items may be checked out for three weeks and may be renewed. Overdue fees will be charged on all materials that are returned late.

Additional information regarding APSU policies and procedures may be obtained by contacting library personnel at (931) 648-7346.

Hours of Operation:

Monday – Thursday	7:30 a.m. – Midnight
Friday	7:30 a.m. – 4:30 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	3:00 p.m. – Midnight

Typewriters, computers, photocopiers, microfiche, and microfilm machines are available for use. Fees are charged for the use of certain machinery.

COUNSELING

Counseling is available from the Admissions Department from 9:00 a.m. – 5:00 p.m., Monday through Friday, or by appointment. Representatives are available to assist students with any questions they may have.

JOB PLACEMENT ASSISTANCE

The Career Services Department offers placement assistance for all NCI students. Contact a department representative at (931) 431-9700 to make an appointment.

EMERGENCY EXITS

Emergency exit routes are posted inside all classroom doors and at strategic locations throughout the building. Should an evacuation situation occur, exit the building as calmly as possible. Proceed to the far side of the parking area.

EMERGENCY PROCEDURES

When an emergency requires professional care, obtaining treatment from qualified EMT or hospital personnel shall be first priority. It is the school's policy that all medical treatment should be accomplished by trained medical personnel unless emergency situations arise which dictate otherwise. School personnel will not dispense any medications to any students at any time.

The school shall attempt to notify the person designated by the student whenever an accident or emergency occurs and the student is unable to make notification. The student shall be responsible for the cost of any medical care, ambulance fees, or other charges arising as a result of a medical emergency involving the student.

PARKING

North Central Institute provides free parking on a first come first served basis in the front of the building. Please make sure building and parking lot entrances are not blocked.

HOUSING

Campus housing is not available at NCI. A list of available housing in the area can be obtained from the Career Services Department.

STUDENT LOUNGE

The Student Lounge, located in the classroom area, is available to all NCI students. A pair of microwave ovens, a regular and small refrigerator, and coffee, soda, and snack machines along with limited counter facilities are available to students during NCI's hours of operation and scheduled class times. There is a pay phone available for local calls; the number is (931) 431-9814. A red cross is posted to indicate the location of the First Aid Kit.

FOOD, BEVERAGE, AND SMOKING POLICY

The presence or consumption of food or beverages in NCI classrooms is prohibited. All trash is to be deposited in the appropriate receptacles. Picnic tables, outside the back, fire exit doors, are provided for student use. Please be sure to clean up after yourself.

North Central Institute is a Smoke Free Environment. Ashtrays are located outside the front doors of the building for students or guests to extinguish cigarettes before entering. Students (or other) who wish to smoke are directed to the Smoking Areas in back of the building. (ashtrays provided). Use of smokeless tobacco is also prohibited inside NCI buildings. All students, faculty, staff, and guests will honor and enforce this policy.

STANDARDS OF STUDENT CONDUCT

North Central Institute is comprised of individuals interacting with others for the mutual benefit of all, thereby developing a culture with standards of conduct and distinguishable aims. NCI has a system based on the concept of freedom of choice that creates the educational and cultural condition for full development of students and members of the community. It is the right of the student attending NCI to retain his/her individualism, personal freedom, autonomy and dignity, while respecting at the same time the rights of others.

Students attending NCI are provided the opportunity to learn, to develop to their fullest potential, and to grow to new understanding. All students are individuals and display different abilities, skills, interests, appreciation, attitudes, beliefs and values.

- A. **Student Rights:** The rights and responsibilities are held, but not limited to:
1. The right to expect an education of the highest quality.
 2. The right to develop his/her potential to the best of his/her abilities.
 3. The right to inquire about and to recommend improvements in policies, regulations and procedures affecting the welfare of the students. This right is best exercised to the fullest by use of appropriate facilities provided through the administration, faculty, and advisors.
 4. The right to counsel, to a fair hearing and an appeal when disciplinary action is applied to the student as an individual or as a group member.

B. **Student Responsibilities:**

1. The responsibility to be fully acquainted with published regulations and complying with them in the interest of an orderly and productive educational community.
2. The responsibility to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by advanced education.
3. The responsibility to respect the rights and property of others.
4. The responsibility to meet financial obligations to the school and lending agencies.

C. **Student Breaches of Conduct:** NCI regards the following as illustrations of misconduct which may result in review by an appropriate NCI office:

1. Academic cheating and/or plagiarism of any kind.
2. Failure to comply with NCI's financial rules and policies as required.
3. Furnishing false information to NCI with the intent to deceive.
4. Malicious destruction, damage, unauthorized possession, or misuse of NCI property, including library and laboratory materials and equipment, or of private property on the campus.
5. Forgery, alterations, unauthorized possession, or misuse of NCI documents or records.
6. Physical or verbal abuse of another person in the NCI community. Any verbal threat or abuse of physical action against any NCI employee and/or student is considered sufficient grounds for suspension, subject to a disciplinary hearing.
7. Participation in hazing, acts that are degrading or injurious, or acts in which another is held against his/her will.
8. Use or possession of alcoholic beverages, drugs or controlled substances while on Institute property or at an authorized activity sponsored by or for any NCI-related organization, whether on or off campus.

9. Disorderly conduct that inhibits or interferes with the educational responsibility of the NCI community or that disrupts the administration or service functions of the NCI to include social-educational activities.
10. Actions that violate state or federal law and/or city or county ordinance.
11. Malfeasance or misuse of elective or appointed office in a student organization, its members, or the welfare of the NCI community.
12. Incurable or persistent irresponsible behavior (i.e., sleeping)
13. Gambling on campus or on NCI property.
14. Possession of weapons on campus or on NCI property.
15. Personality problems that disrupt teaching with detrimental effect upon other students.
16. Such other violations as the appropriate disciplinary agency may decide warrant such action (e.g., disruption of on-going educational activities).

D. **Disciplinary Actions:** The following disciplinary actions may be imposed by the Institute:

1. Admonition and warning.
2. Loss of privileges:
Loss of such privileges as may be consistent with the offense committed and the rehabilitation of the student.
3. Disciplinary probation, with or without loss of designated privileges, for a specified period of time. The violation of the terms of disciplinary action will result in automatic suspension.
4. Suspension from the Institute for an indefinite period of time.
5. Expulsion/Dismissal from NCI.
6. Appropriate local, state, and Federal sanctions will be imposed for student breaches of contact which require more serious disciplinary actions, including referral for prosecution as required. (Legal sanctions can be found posted in Student Lounge.)
7. In cases of alleged sex offenses, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. They will be notified of final determinations of the proceeding along with any sanctions that are imposed against the accused. Sanctions to be imposed will be at the discretion of the local law enforcement agency and Deans of NCI. The victim's academic situation would change after the alleged sex offense, if requested by the victim. The Deans of NCI would discuss options and reach an appropriate decision.

Local sex offenders can be found by referring to the State of Tennessee website:

www.tici.state.tn.us/SEX_ofndr/search_short.asp.

E. **General:**

1. The student obligates him/herself to be informed of all regulations and procedures required for continual attendance at NCI. These are specified in this Student Handbook and the catalog. NCI policies and procedures can be found in the Administrative Procedures Manual, Faculty Manual, and Student Handbook that are published by NCI. These documents are available for reference in the Administration area up front. NCI regulations will not be waived because a student pleads ignorance of established standards and procedures. A student who is unsure of any regulation should seek help or clarification from his/her representative, mentor, or the Admissions Department.
2. Academic regulations, curricula, and procedures are subject to change without notice or obligation. If such a change occurs, they will be published either in an addendum, or in the next catalog issued.

D. **Dress Code:**

When students apply to NCI in pursuit of post secondary education, they agree to conduct themselves within the limits of acceptable behavior and appearance. Our desire is to recommend students and graduates to prospective employers as courteous, considerate, and well-mannered individuals. To that end, all students will dress in accord with acceptable standards for their chosen profession.

All personnel/students/guests will be required to wear safety glasses when accessing areas outside of the clearly marked safety zones in the maintenance lab – no exceptions. Admissions will issue safety glasses to all aviation maintenance students, Part 147 and 65, when they receive the textbooks for the course.

NON-DISCRIMINATION STATEMENT

NCI is committed to equality of educational opportunity and does not discriminate against applicants, students, faculty, or staff. Moreover, North Central Institute is open to people of all ethnic backgrounds and actively seeks to recruit and enroll minority students.

GRIEVANCES - APPEALS

Students should be aware that, should they have concerns or complaints about their program or their financial aid, this institution has a complaint procedure. Students should contact the Executive Office for an explanation of the procedure and the appropriate **Student Complaint-Grievance Form**. To the greatest extent possible, students should first seek a resolution of such matters through the institution's regular channels (instructors and deans) of complaint procedure before involving the Executive Office and others. If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830. Telephone: 615-741-5293.

Any student who believes the action taken by the institution for dismissal, suspension, or any other action is unwarranted, may appeal by requesting a review of the decision. The request must be submitted to the Senior Vice President, North Central Institute, 168 Jack Miller Boulevard, Clarksville, TN 37042; Phone: (931) 431-9700, for review within five days of the action. If warranted, an appeals committee will be appointed, and its recommendation will be provided to the President. The decision of the President is final. Student grievances and complaints unresolved through the appeals process are directed to THEC or COE (as follows):

Licensure

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

Accreditation

Council on Occupational Education (COE)
41 Perimeter Center East NE
Suite 640
Atlanta, GA 30346 (770) 396-3898

STUDENT GOVERNMENT ASSOCIATION

NCI's Student Government Association (SGA) elected officials are made up of Part 147 students. All NCI students are members of the SGA. The SGA is a self-supporting entity in which members actively participate in various fund raising activities, career days, and other functions. The officials meet monthly to discuss issues submitted by other students, which play an important role in the improvement of the school. Elections are held bi-annually.

ALPHA ETA RHO, INC. AVIATION FRATERNITY

Part 147 students interested in expanding their knowledge and awareness of aviation as a profession may join the Nu Chi Iota Chapter of Alpha Eta Rho, Inc. This international aviation fraternity is dedicated to furthering students' opportunities and experience in the aviation industry.

MENTORING PROGRAM

As part of NCI's interest in the success of its students, the Institute has in place a Mentoring Program. Each Part 147 student is assigned a staff or faculty member to act as an advisor or point of contact in resolving difficulties, offering encouragement, or providing advice as is necessary. The goal is to ensure that every student has his/her best possible chance to succeed.

INTERNATIONAL STUDENTS

North Central Institute is authorized to accept foreign students who qualify in two categories: F1 is for students seeking degrees and M1 students are students seeking vocational occupational training. Refer to Admission Requirements Procedures and Policies: International Students for detailed information on requirements of international students who wish to study at NCI.

PERSONAL BELONGINGS

Personal belongings and books are the responsibility of the student. The school assumes no responsibility for these items. Any items found can be turned in to the Admissions Department during normal business hours.

CHILDREN

Children will not be allowed to accompany students to school. Students are required to make appropriate child care arrangements.

FIELD TRIPS

Field trips are encouraged for the enrichment of course content. Students are to provide their own transportation. Before any field trip takes place, a Request for Field Trip Authorization, form 2175, is to be completed and submitted for approval by the course instructor. Neither North Central Institute, Inc., nor North Central Institute, is liable for or responsible for any cost, any expense involved, or injury occurring during trips taken by students or faculty.

DRUG/SUBSTANCE ABUSE TAPE

Students are required to view a drug awareness video prior to completion of their first term of enrollment. Grades will not be released until the tape is viewed.

THE FORGOTTEN MAN

Author Unknown

Through the history of world aviation
Many names have come to the fore,
Great deeds of the past in our memory will last
As they're joined by more and more.

When the first man started his labor
In his quest to conquer the sky
He was a designer, mechanic and pilot,
And he built a machine that would fly.

The pilot was everyone's hero
He was bold, he was brave, he was grand,
As he stood by his battered old biplane
With his goggles in his hand.

But for each of our flying heroes
There were thousands little renown,
And these were the men who worked on the planes
But kept their feet on the ground.

We all know the name of Lindbergh,
And we've read of his flight into fame,
But think if you can, of his maintenance man,
Can you remember his name?

Now, pilots are highly trained people
And wings are not easily won.
But without the work of the maintenance man
Our pilots would march with a gun.

So when you see the mighty jet aircraft
As they mark their path through the air,
The grease-stained man with the wrench in his hand
Is the man who put them there.

Brief History of the Aviation Mechanic

The aviation mechanic started around 1902 when Charles E. Taylor, working for the Wright brothers, was asked to build a four-cylinder engine for the development of the first powered aircraft. The first aircraft engine was made without drawings and took six weeks to complete. It weighed 180 pounds and produced twelve horsepower. Mr. Taylor maintained the Wright brothers' aircraft for many years. Charles E. Taylor is considered the Father of Aviation Maintenance.

Aviation Maintenance was not regulated for many years. When World War I ended, many pilots returned to civilian life and many military aircraft were sold. This started the Barnstorming Era. After numerous accidents, the need for quality maintenance was clearly recognized.

In response to the need for legislation, the Air Commerce Act of May 20, 1926 was signed; it mandated the beginning of Federal aviation safety regulation for airlines and other forms of civil aviation and, on July 1, 1927, the first aircraft mechanic license was issued to Frank Gates Gardner of Norfolk, Virginia.

Today, over 173,000 certificated aviation mechanics are employed in the United States Aviation Industry. More are employed in other fields where the certification and skill is an added bonus for both the employee and the employer. These certified mechanics have earned their license through extensive education in aviation and/or through years of work experience. In addition, each has taken and passed the required written, oral, and practical examinations.

Furthermore, the Federal Aviation Administration (FAA) has initiated safety awards programs for the mechanic. The first is the Aviation Technician Awards Program, in which the student is able to participate. The second is the Charles Taylor "Master Mechanic" Award, which may be earned by individuals that have worked in the aviation industry for fifty years, thirty of which must have been as a certified mechanic.

Even though the number of flights has dramatically increased over the past one hundred years, the actual number of accidents has remained relatively the same. The low rate of aviation accidents is largely due to the quality of maintenance that only an aviation mechanic can provide. Aviation Mechanics are professionals.

When students complete the program here at North Central Institute, they will be asked to sign a contract of safety. This contract is the Aviation Mechanic's Creed.

Aviation Mechanic's Creed

UPON MY HONOR, I swear that I shall hold in sacred trust the rights and privileges conferred upon me as a certified mechanic. Knowing full well that the safety and lives of others are dependent upon my skills and judgment, I shall never knowingly subject others to risks which I would not be willing to assume for myself, or for those dear to me.

IN DISCHARGING this trust, I pledge myself never to undertake work or approve work which I feel to be beyond the limits of my knowledge; nor shall I allow any non-certified superior to persuade me to approve aircraft or equipment as airworthy against my better judgment; nor shall I permit my judgment to be influenced by money or other personal gain, nor shall I pass as airworthy, aircraft or equipment about which I am in doubt, either as a result of direct inspection or uncertainty regarding the ability of others who have worked on it to accomplish their work satisfactorily.

I REALIZE the grave responsibility that is mine as a certified airman, to exercise my judgment on the airworthiness of aircraft and equipment. I, therefore, pledge unyielding adherence to these precepts for the advancement of aviation and for the dignity of my vocation.

AVIATION MAINTENANCE TECHICIANS, often called A & P's, are charged with the responsibility to maintain aircraft (airplane/rotorcraft) in a safe condition for flight. They are the technicians certified by the Federal Aviation Administration (FAA) to work for the airline, in general aviation, for aircraft manufacturers, for aerospace companies, and the government. The skills and knowledge gained from the program are applicable to other maintenance industries and professions as well as aviation.

AVIATION MAINTENANCE TECHNOLOGY PROGRAM

FAA PART 147

NCI CATALOG

Upon registering for classes, students will receive an Institute Catalog that covers additional programs and requirements, as well as information about NCI. The Student Handbook is not intended to replace the Institute Catalog; it is to be used solely as a means of informing the Part 147 or academic student of specific rules, information, and guidelines set forth by the FAA and NCI for students entering and/or attending the Part 147 Program at NCI.

RESIDENCY REQUIREMENTS

Residency is required for students attending the Part 147 Program at NCI.

GRADUATION REQUIREMENTS

Students are responsible for meeting all of the appropriate curriculum requirements as stated in the Student Handbook and NCI Catalog in effect at the time the student is admitted into the 147 Program.

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

ATTENDANCE

Tardiness: Students must attend class when scheduled. A student is considered tardy after missing one minute at the start of each class, to include returning from class breaks. Tardiness will be recorded as time missed.

Absences: An absence is recorded when the student has missed half of the class for that period. This includes the accumulated time missed at the start of class and time missed when returning late to the same class from a break.

Make-up Time Requirements: All time missed will be recorded and any time missed of a class must be made up by the student. The student will be required to complete make-up time assignments as assigned by the class instructor. The make-up assignments must be related to the material missed. The instructor will fill out a Make-up Requirements Form and place the form in the student's progress file. The AMT Instructors, AMT Director, or AMT Dean are the only authorized person to credit make-up time.

Billing for Time Missed: The current billing rate is \$15.00 per hour for each hour and portion thereof (*subject to change without notice*). For example, 1 minute to 1 hour = \$15.00, 1 hour and 1 minute \$30.00. These rates are subject to change.

Missing More than 420 Minutes in a Class: Any student who has physically missed 20% or more of class time may fail due to attendance. If this occurs, the student may retake the class and be billed accordingly.

Student Responsibilities: Making up the time missed is the responsibility of the students. The student is to contact the instructor for all make-up time requirements. The student will receive a Student Advisory Form (Form 2300) informing the student of the total amount of time to be made up. IN addition, the student will receive an Amt Make-up Time Sheet (Form AMT 1306) to record make-up time.

When making up time missed, the student must check-in with the instructor. The instructor will record the arrival time and initial it. When the student leaves NCI, or is no longer actively engaged in the assignment, the student must checkout with an instructor. The instructor will enter the time, total number of minutes credited, and initial the entry. **This form is the only record of time made up and must be retained by the student. Without this form, make-up time cannot be credited to the student.** As time is credited to the student's record, the time used from form AMT 1306 will be lined out and indicate which class the time was credited.

Students must strive to have all make-up time and assignments completed no later than five days after the class has ended.

Make-Up Time: Saturdays and evenings may be set-aside for make-up time. Students should coordinate this with their instructor(s). Students are responsible for paying all make-up fees in advance to the Finance and Administration Dept. **All time missed that is required to be made up, must be made up before the student can graduate.**

SCHOLASTIC AND PROGRESS STANDARDS

Grades

Students are expected to maintain satisfactory grades throughout the program as well as class attendance and participation. A student at NCI must receive a 70% or better on all required exams and projects. If a student should fail a required exam or project, he/she will be allowed one (1) re-evaluation. Regardless of the passing score on the re-evaluation, the student will receive a 70% for that exam or project. If the student fails the re-evaluation he/she will receive a failing grade. Students are not required to pass quizzes and other graded assignments; however, this could greatly affect the final grade. Students must pass every course required with a final grade of 70% or better. A student progress chart will be maintained for each student on which grades are recorded covering classroom and lab work. Final grades are recorded in numerical percentages.

Any student that fails to take a final exam on the assigned day will have ten (10) percentage points deducted from his/her final score on that exam. The Dean and director of the Amt department are the only individuals authorized to grant an exception to this policy.

Students receive a technical grade as a result of required written examinations. Quiz grades are based on quizzes and other graded assignments or materials submitted by the instructor. This can include but is not limited to the following: reports, handouts, notes or notebooks, oral examinations, vocabulary words, workbook assignments, class participation, etc. Shop/lab grades are based on the student's performance, while working on required practical projects in the lab and classroom. Your FINAL GRADE will reflect your overall knowledge, performance, and progress in all related subject areas. The **minimum** passing grade for each course is 70%.

INCOMPLETE COURSE

Students are considered to be incomplete in a subject when 1) they have not taken all required tests and/or have not completed all required practical projects, 2) required make up time has not been made up, and fees paid, unless they have formally withdrawn or dropped from the course(s) through the Admissions Office.

COURSE FAILURE

ACADEMIC: A student who fails a course for academic reason (final grade below 70%) is allowed one retest of the subject in either the tech or lab grade or both. If retesting is not completed prior to the start of the next term, or if the retest is failed, the student may be required to retake the course(s).

ATTENDANCE: A student who is absent for more than 20% of the time required in a subject may receive a failing grade due to attendance and be required to retake the course(s).

STUDENT ATTIRE

- Students are expected to keep work clothes and person neat
- Cleanliness is an asset to a technician's reputation and advancement
- Students must wear long pants (no shorts), no sleeveless shirts or tank tops are allowed
- No pants, jeans, or shirts with large tears or holes are allowed
- Closed toe shoes **MUST** be worn at all times during the school day (Breaks and lunches included)
- Clothing that exhibits obscene language or pictures is not permitted
- Students may wash up and change clothes only after shop clean up
- In the interest of safety, students will be advised of hazardous conditions that may be caused by improper dress and/or hairstyle
- Students are discouraged from wearing jewelry as it presents a danger to the student and the aeronautical equipment. Students will remove jewelry before doing any lab work
- The faculty of NCI shall be the final authority on whether a student is upholding the Institute image
- Any student who shows up for class not in compliance with the dress code will be asked to leave and return in proper attire. Make-up time will be charged for the time missed to change clothes

Required Course Materials List

Books:

FAR – AMT
AC43-13.1B & 2A
Dictionary of Aeronautical Terms
Aviation Mechanic Handbook
AC65 series for the program area currently enrolled
Textbook for the program area currently enrolled
Workbook for the program area currently enrolled
Scientific Calculation (TI-36 Recommended)
Pencils, 2 each
Pen, Black or Blue ink, 2 each
Highlighter, yellow, 2 each
Binder, notebook 1”, 3 ring, 1 each
Paper, 3-hole, w/lines
Paper, no lines

Required Tools List

REQUIRED UPON ENTERING GENERAL

**Portable Clamshell Tool Box
**1/4” to 1 1/4” Combination Wrench set
**0 to #4 Phillips Screwdrivers
**3/32 to 5/16” Standard Screwdrivers
**Off set Phillip and Standard Screwdriver
**6” Scale (with fractional and decimal scales)
**10X Magnifier
**Stainless Steel and Brass Brushes
**AA Flashlight
**Hearing Protection
**Safety Glasses
**6” Diagonal Cutters
**8” Needle nose

REQUIRED UPON ENTERING AIRFRAME/POWERPLANT:

1/4" Drive Tools:

12pt Standard Socket Set 1/4 to 9/16" _____

12pt Deep Socket Set 1/4 to 9/16" _____

Ratchet _____

3" Extension _____

6" Extension _____

18" Extension _____

Universal Joint _____

Spinner Handle _____

3/8" Drive Tools:

12pt Standard Socket Set 1/4 to 1" _____

12pt Deep Socket Set 1/4 to 1" _____

Ratchet _____

3" Extension _____

6" Extension _____

12" Extension _____

Universal Joint _____

3/8" Drive Speed Handle _____

1/2" Drive Breaker Bar

1/2" Drive, 7/8" Deep Sockets (fits aircraft spark plugs)

1/4" to 3/8" Drive Adapter

3/8" to 1/4" Drive Adapter

3/8" to 1/2" Drive Adapter

1/2" to 3/8" Drive Adapter

Combination Ignition Wrenches 5/32" to 7/16"

Crows foot Set 5/16 to 2"

Allen Wrench Set with Holder .050 to 3/8"

6" Slip Joint Pliers

7" Lineman Pliers

7" Vice Grip Pliers

Snap Ring Pliers

Cotter Pin Puller

Feeler Gauge .00015 to .025

Punch Chisel Set

12oz Ball Peen Hammer

REQUIRED UPON ENTERING AIRFRAME/POWERPLANT(CONT):

12oz Plastic and Brass Hammer

Rubber Mallet

Inspection Mirror, 1x2" Oval

Magnetic Pick-up Tool

Needle File Set, Swiss Pattern

6 Piece Mechanics File Set, With Roll and File Card

Multi-meter

Paint Respirator

Duck Bill Pliers

Scribe

Straight Cut Aviation Tin Snips (yellow)

Safety Wire Pliers

****Required for General Courses**

(Remainder of tools is required when entering the Airframe or Powerplant programs)

SAFETY REMINDERS

1. No power equipment will be operated without the supervision of an instructor and the use of proper safety equipment, i.e., safety glasses and/or earplugs.
2. Wear proper eye and ear protection when running engines.
3. Students will not be allowed to sit in or on aircraft, simulators, or mock ups without the permission of an instructor.
4. Stay clear of/and observe ramp barriers used for engine run-ups.
5. Do not borrow tools – use your own. Lock up your toolbox at the end of the day. Keep all tools in good condition. Do not remove shop tools from school premises.
6. Place all waste materials in proper containers provided. A CLEAN SHOP AND/OR CLASSROOM IS A SAFE ONE.
7. Report any discrepancy in equipment, tools, or lab to your instructor immediately upon noticing it. (This includes chairs, stools, etc.)
8. All oil spills on floors should be immediately covered with “Speedy-Dry” and swept up only after the spill is absorbed then properly disposed of.
9. Do not take apart any item or component unless specifically assigned to do so by your instructor.
10. Clean up lab areas after use/before the end of each class and return all materials, including shop manuals and expendable materials, to their proper places.
11. Never grind soft metals, fiber, or wood on the bench grinder.
12. Wear proper eye protection when using grinders, drills, saws, lathers or when painting or using solvents, degreasers, etc. Do not jeopardize your eyes for one moment.
13. Treat all propellers with respect. Leave propellers in the vertical position.
14. THINK SAFETY AT ALL TIMES – AVIATION IS AS SAFE AS YOU MAKE IT.

G101	A201A	P102
G102	A01B	P103A
G103A	A201C	P103B
G103B	A201D	P104A
G104	A202A	P104B
G105	A202B	P104C
G106	A202C	P104D
G107	A203A	P201
G108	A203B	P203A
G109A	A204	P203B
G109B	A205	P204A
G202	A206	P204B
	A207	P205
	A208	P206
	A209	P207
	A210	P208
	A211	P209A
	A212A	P209B
	A212B	P210
	A212C	P211
	A213	P212
	A214	P213

Operational Guidelines
For the Assignment of
Homework.

The mission of North Central Institute is to prepare our students for a career in the aviation maintenance field by providing quality education and instruction. To this end the following guidelines for the assignment of homework will be implemented.

Reading Assignments: Every student should have a reading assignment every night. It can be one to two paragraphs or pages a night along with filling out the work book questions for that particular class. At the beginning of every class, administer a five to ten question closed book quiz on what was covered. Grade the quiz and record the grade on the students grade slip under quizzes/assignments

Take Home Quizzes: At least twice during the class give the students a take home quiz of no less than ten to twenty questions. The questions are to come from the chapter of the text that the student is studying. Grade and record as required.

Work Book Assignments: Work book assignments will be used in conjunction with reading assignments, and will not take the place of take home quizzes.

Handouts: Handouts that comprise of mathematical problems, fill in the blank system schematics, or performance charts maybe used to substitute one take home quiz. The handouts should be designed so the student can reference the section in the text book in order to complete the handout. Grade and record as required.

Papers: Instructors will be required to give a subject paper assignment to their students once per two week block period. The paper should be relevant to the class that is being taught and will be written in the American Psychological Association “APA” style format. Papers should be three to five pages not to include the title or reference page, and will be graded as follows.

Proper format:	25pt
Content relevancy to course:	25pt
Punctuation:	25pt
Spelling:	25pt

All papers will be graded by the instructor and then turned into the Dean of AMT for review. Papers will then be returned to the student.

North Central Institute
Student Uniform
Program

Purpose: To establish guidelines governing the student uniform program for North Central Institute. Guidelines discussed will be the, responsibilities and duties of the Student Uniform Program Manager. Student responsibilities, laundry service, turn in of unserviceable uniforms, return of uniforms upon graduation or withdrawal, and regulations concerning the proper ware of the uniform.

Lab Director and Assistant Lab Director duties: The Lab Director is the Student Uniform Program Director. The Assistant Lab Director is in charge with managing the night student uniform program. Both the Lab Director and the Assistant Lab Director will be accountable to the Dean of AMT.

The program manager and assistant will:

Issue uniforms to new students in the General program from the supply of green coveralls in the tool room. Each student will receive and sign for seven pair of green coveralls. “See enclosure 1, Student uniform receipt/turn in signature form”. The Lab Director or the Assistant Lab Director will attend Orientation Day/Night. They will be in charge of the issuance of the uniforms for the new students. If the student is in attendance, the Lab Director or Assistant Lab Director will contact the student within two days of class starting.

Once the uniform sizes for the general students are identified, and the students have completed nine general classes, the program manager will order blue uniforms with student names from Unifirst Corporation. If at anytime a student needs to be measured, one of the Directors will contact Unifirst to have the measuring arranged.

Upon completion of the General program the Lab Director will collect from each general student seven green coveralls and will up date the Student uniform receipt/turn in signature form”. Once all seven green coveralls have been turned in, the Lab Director will order you seven blue uniforms with a name tags.

Issue blue uniforms to students who are graduating from the General program and continuing on to ether the Powerplant or Airframe programs. Each student will receive and sign for seven pair of coveralls. “See enclosure 1, Student uniform receipt/turn in signature form”.

Upon completion of the 147 program the Lab Director or Assistant will collect from each graduating student seven blue coveralls two weeks prior to graduation. The Lab Director or Assistant will up date the Student uniform receipt/turn in signature form to indicate student uniform turn in. Once completed the Lab Director or Assistant will notify the Finance Department to inform them that the uniforms have been turned in.

The program manager will collect uniforms from students who have been withdrawn from the 147 program, this will up date the student uniform signature form to indicate student uniform turn in. The Director will contact withdrawn students to try and get the uniforms back. Once Uniforms are returned the Director must email Finance to inform them that the student has turned them in.

Lab Director and Assistant Lab Director duties: Continued.

The Lab Director and Assistant will:

When placing an order for uniforms, the program manager will fill out and fax to Unifirst Corporation a uniform request form “see enclosure 2”. Contact information for Unifirst Corporation is phone #: 1-615-255-0535, cell: 1-615-971-7694, fax: 1-615-255-5036. The Directors will follow up on any and all orders to ensure everyone has uniforms.

The Lab Directors will ensure that students understand the proper procedures for having uniforms turned in for cleaning or alterations. Maintain a storage area in the tool room for the supply of green coveralls and received blue coveralls. A bin for the laundry service of student coveralls will be kept in the tool room along with a student uniform laundry turn in form “enclosure 3”.

Lab Director and/or Assistant will ensure that anytime a uniform is turned in for cleaning or alterations it is documented on the uniform receipt and turn in the sheet.

The Lab Directors will keep one copy of all uniform request and forms on file for three years.

Keep the Dean of AMT informed of any problems with the student uniform program.

Student responsibilities:

Laundry Service is provided with uniform rental. It is the responsibility of the student to turn in any dirty uniform to the tool room and to fill out the laundry turn in form completely. Laundry turn in times are “day students 7:30AM to 3PM Monday thru Friday, night students 5:15PM to 9:15PM Monday thru Friday.” Dirty uniforms will be picked up by Unifirst Corporation on Friday and will be returned the following Friday. No student will be admitted to the beginning of any class with a dirty uniform, no uniform or improper uniform.

Uniforms can be repaired or altered by Unifirst Corporation upon student request. Students may fill out a uniform repair or alteration request form and attach the form to the uniform needing repair or alteration. Uniform repair / alteration forms are available in the tool room. The student is responsible for any damage done to the uniform such as cutting the pant legs or walking on them instead of getting them altered.

General students who have completed the general course of instruction must have all seven of their green coveralls for turn in to the student uniform Lab Director in order to receive their initial issue of seven blue uniforms. The student is responsible for filling out the student uniform receipt/turn in signature form completely. The cost of any missing uniforms will be charged to the student account.

All students who have completed the 147 program or have been withdrawn for any reason must turn in their seven pair of coveralls to the program manager. The student is responsible for filling out the student uniform receipt/turn in signature form completely. The cost of any missing uniforms will be charged to the student account.

An alternative to the coveralls is a black NCI T-shirt with a white NCI logo for Monday-Thursday. On Friday students may wear any color NCI logo T-Shirt. Any student not in proper attire will be sent home.

Student responsibilities:

In order to keep a professional appearance uniforms must be worn properly. Uniforms that are ripped, torn or excessively dirty will not be worn. At no time may a uniform be altered in such a way that a professional appearance can not be maintained. Only the North Central Institute patch and student name tag will be attached to the uniform, no other logos or patches are permitted. Uniforms will be worn all the way up when inside the building, “no exceptions”. The sleeves may be rolled up during the spring and summer months. Uniforms will be worn in the lab all the way up, until the temperature in the lab reaches 90 degrees. At 90 degrees the uniform may be worn with the arms tied around the waist, but when leaving the lab to enter the building the uniform must be worn all the way up.

Underwear or shorts, and tee shirts must be worn at all times while in uniform. Tee shirts must meet the requirements of proper student attire in accordance with the North Central Institute Catalog page 38.

One last note and gift from us here at NCI

NCI would like to help each and every student to receive there license and become a successful A & P Mechanic. Therefore, if a student completes his/her CATS within Five business days after the end of each of our Three Courses (GN/AF/PP), NCI will pay for your first CATS Testing for each Section. This is our way of saying Thank you to our students and helping them, be one step closer to gaining their A & P License.

**North Central Institute
Student Uniform Receipt/Turn in
Signature Form**

	Student's Name	Number of Uniforms	Color	Size	Date Received	Signature	Date Turned In	Signature
1		7						
2		7						
3		7						
4		7						
5		7						
6		7						
7		7						
8		7						
9		7						
10		7						
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25		7						
26		7						
27		7						
28		7						

(enclosure 1)

**North Central Institute
Uniform Request Form**

	Student's Name	Number of Uniforms	Color	Size	Date	Signature
1		7				
2		7				
3		7				
4		7				
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37		7				
38		7				
39		7				
40		7				

(enclosure 2)

**North Central Institute
Uniform Laundry Turn In
Signature Form**

	Student's Name	Number of Uniforms	Color	Size	Date turned in	Signature	Date received	Signature
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3								
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28								

**North Central Institute
Uniform Request Form**

	Student's Name	Number of Uniforms	Color	Size	Date	Signature
1		7				
2		7				
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6		7				
7		7				
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34		7				

NORTH CENTRAL INSTITUTE
Aviation Maintenance Technology
1678 Jack Miller Blvd., Clarksville, TN 37042
(931) 431-9700 FAX (931) 431-9771
Website: www.nci.edu Email: admissions@nci.edu

NORTH CENTRAL INSTITUTE
AVIATION MAINTENANCE TECHNOLOGY PROGRAM (PART 147)

STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge receipt of the NCI Part 147 Student Handbook. I understand that I am responsible for becoming familiar with and complying with all information contained within this handbook. I further understand that as revisions and/or updates are made I will receive a copy and they will become part of the Student Handbook and will be complied by as well.

Current Curriculum: General / Airframe / Powerplant

Student Signature: _____

Date: _____

AMT 1260
6/15/99