

Aviation Institute of Maintenance
7251 West McCarty St
Indianapolis, IN 46241

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Aviation Institute of Maintenance

Program name and
Suggested CIP Code: Aviation Maintenance Technology 47.0608

Level of Degree (AAS)

Name of Person Preparing this Form Derek Stewart

Telephone Number (757) 456-5065 **Application Type**

Date the Form was Prepared 6/29/21 **X** Initial
(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Associate of Applied Science Degree in Aviation Maintenance Technology program provides a graduate with the education and practical skills needed for a position in today's aviation industry. The program will provide the student a foundation of general education courses, technical skills, and aircraft systems knowledge. The degree program enhances critical thinking skills and provides the student with the opportunity to develop strong writing, mathematical, science, and communication skills, which may lead to greater opportunities for professional growth in the competitive aviation profession. Students learn the specialized skills necessary to work on structures, powerplants, aircraft systems, flight-controlled systems, and engine systems, and become eligible and prepared for certification by the Federal Aviation Administration (FAA) as an Airframe and Powerplant (A&P) Mechanic.

While in school, students gain valuable hands-on experience in the hangar while studying the General, Airframe, and Powerplant subjects required by the FAA. During lab instruction, students are trained using FAA-approved equipment used throughout the aviation industry, and students learn to repair and maintain radial engines, reciprocating powerplants, modern turbo props, and jet engines. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment found on aircraft.

The aviation industry, as well as other major repair and overhaul companies, desire not only the skills of our graduates, but also the professional skills, attention to detail, commitment to safety, ability to follow procedures and document processes, interpersonal soft skills, and critical thinking skills that we teach within the program. The program concludes with a Capstone course, which guides students in preparing for the FAA certification examination.

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II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Aviation Maintenance Technology

Total Course Hours: 93 Check one: Quarter Hours _____
Semester Hours X

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BLK 101	General Science I: Math and General Physics	5.0
BLK102	General Science II: Tools, Surfaces, & Corrosion Control	4.5
BLK 103	General Science III: Maintenance Operations & Records	5.0
BLK 104	General Science IV: Basic Electricity	4.5
BLK 105	Metallic Structures	4.5
BLK 106	Electrical, Navigational, & Communications Systems	4.5
BLK 107	Non-Metallic Structures	4.5
BLK 108	Aircraft Systems I	4.5
BLK 109	Aircraft Systems II	5.0
BLK 110	Airframe Assembly & Inspection	4.5
BLK 111	Aircraft Systems III	5.0
BLK 112	Reciprocating Engines	4.5

Clock Hours _____

Tuition : \$53,160 Length of Program: 21 months

BLK 113	Turbine Engines	4.5
BLK 114	Powerplant Systems I	4.5
BLK 115	Powerplant Systems II	4.5
BLK 116	Aircraft Propellers and Inspections	4.5
BLK 117	AMT Capstone	4.0

[illegible]

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Number of Credit/Clock Hrs. in Specialty Courses:	78 _ / 93	_ Percentage:	<u>84%</u>
Number of Credit/Clock Hrs. in General Courses:	15 _ / 93	_ Percentage:	<u>16%</u>
If applicable:			
Number of Credit/Clock Hrs. in Liberal Arts:	_ /	_ Percentage:	<u></u>

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The campus has a decentralized learning resource system. The learning commons houses books and periodicals and is open to students weekdays from 8 a.m. to 11:30 p.m. Monday to Thursday and 8:00 a.m. to 7 p.m. Friday. The toolroom houses technical data and manuals necessary for classroom projects and reference. The capstone classroom houses computers and reference materials related to certification testing. Students have access to the Learning and Information Resource Network (LIRN). This resource is available any time a student has an internet connection. Lastly the school utilizes a robust SharePoint site for students that has classroom materials such as Powerpoints and other presentations, digital reference materials and technical data. This site is available to students any where they have an internet connection.

The campus has 4 individuals who serve in part-time librarian capacities.

2. Number of volumes of professional material:

825 print on hand, plus LIRN and digital reference materials via the student SharePoint site.

3. Number of professional periodicals subscribed to:

19 subscriptions

4. Other library facilities in close geographical proximity for student access:

Students have access to the Wayne Branch of the Indianapolis public library which is .8 miles away. The library is open from 10 a.m. to 8 p.m. Monday and Tuesday, 10 a.m. to 6 p.m. Wednesday to and 10 a.m. to 5 p.m. Saturday.

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IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
** Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:

20

Full-time:

17

Part-time:

3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned (M.S. in Mathematics)	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bennett, Ronald	B.S. Aviation Technology	8	1.5	0	x	
Bingham, Ben	A.S. Aviation Technology	8	2	0	x	
Foley, Thomas	B.S. Aviation Maint Mgt	19.5	2	10	x	
Fretwell, Mitchell	A&P Certificate (FAA)	6.5	0	0	x	
Harbin, Stanley	A&P Certificate (FAA)	10	1	0	x	
Hargett, Adam	B.S. Comp Graph	13	1	0	x	
Howard, Chris	JDr, MS Political Sci BS Political Sci and Crim. Justice	19	19	1	x	
Jarrett, Daniel	AS Aviation Maint Tech	12	9.5	0		x
Ladd, Russell	BS Accounting	17	1.5	0	x	
Livesay, David	AS Aviation Maint	35	17	0	X	
Norman, Jason	BA Journalism	14	1	14		X
Madigan Jr, Robert	A&P Certificate (FAA)	24	2.5	0	x	
Martin Jr, Jack	AS Aviation Maint	12	.5	0	x	
Martin, Aaron	BS Aviation Mgt. ASS Aviation	7	11	0	x	

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	Maint.					
Morgan, Michael	BS Aviation Mgt	22	6	0	x	
Moser, Gordon	A&P Certificate (FAA)	25	10	0	x	
Ray, Alesha	DR Business and Public Admin MS Public Admin BS Business	12	1.5	2	x	
Terry, Luke	AS Aviation Maintenance	3	11	0	x	

Miner, Michael	BA Math/Econ	31	1	30	X	
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Steppe, Laura	BA Biology	5	1	19		X
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**Supplementary Information on
Composite Score, Licensure, Certification, and Accreditation**

Institution: Aviation Institute of Maintenance
Degree Program: Aviation Maintenance Technology
Locations: Indianapolis, IN

Federal Financial Responsibility Composite Score

Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education:

The Federal Financial Responsibility Composite Score is 3.0. Please see attachment.

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

A graduate does not need a license issued by the state to practice.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

FAA Airframe and Powerplant certification.

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

YES

If so, please identify

Each specific professional certification:

FAA Airframe and Powerplant Certification

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The national organization issuing each certification:

Federal Aviation Administration

Please explain the rationale for choosing each professional certification:

The program is based around the FAA part 147 curriculum and is designed for the student to achieve the FAA certifications associated with that.

Please identify the single course or a sequence of courses that lead to each professional certification?

- BLK 01 General Science I: Math and General Physics
- BLK 02 General Science II: Tools, Surfaces, and Corrosion Control
- BLK 03 General Science III: Maintenance Operations and Records
- BLK 04 General Science IV: Basic Electricity
- BLK 05 Metallic Structures
- BLK 06 Electrical, Navigational, and Communication Systems
- BLK 07 Non-Metallic Structures
- BLK 08 Aircraft Systems I
- BLK 09 Aircraft Systems II
- BLK 10 Airframe Assembly and Inspection
- BLK 11 Aircraft Systems III
- BLK 12 Reciprocating Engines
- BLK 13 Turbine Engines
- BLK 14 Powerplant Systems I
- BLK 15 Powerplant Systems II
- BLK 16 Aircraft Propellers and Inspections
- BLK 17 AMT Capstone

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Yes

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

Industry standards and practices in the aviation industry are regulated by the Federal Aviation Administration through a combination of the Federal Aviation Regulations and FAA published Advisory Circulars. Our program abides by, teaches, and incorporates these standards and practices into every part of the student's education.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

The Federal Aviation Administration, issuing organization for the CFR 14, Federal Aviation Regulations. The program is administered in accordance with FAR Part 147.

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

No, the school meets all curriculum standards for students to be able to test for earn their FAA Airframe and Powerplant certifications.

If so, please identify the specialized accrediting agency:

Not applicable.

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

The institution does not offer a baccalaureate degree at this time.

If so, please list the baccalaureate degree(s):

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Aviation Maintenance Technician, technician, installer, avionics technician, aircraft engine mechanic

1. What is the digital format of student transcripts?
Crystal Reports which export to PDF, but official transcripts are only issued by our institution in paper format.
2. Is the institution using proprietary software, if so what is the name?
Yes, CampusNexus.
3. Submit a sample student transcript.
Please see attached.

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Student Records

Institutions that have Previously Operated

1. Are all student transcripts in a digital format?
Yes
 - If not what is the percentage of student transcripts in a digital format?
 - What is the beginning year of digitized student transcripts?
1992
 - Are student transcripts stored separately from the overall student records?
Varies depending on age of transcripts; current records are all housed together within our SIS.
2. How are the digital student records stored?
 - Where is the computer server located?
Company cloud servers.
 - What is the name of the system that stores the digital records?
CampusNexus Student is the primary application, with CLASS and EDC housing archived records.
3. Where are the paper student records located?
Not applicable.
4. What is the beginning year of the institutional student record series?
1992

5. What is the estimated number of digital student records held by the institution?

5000

6. What is the estimated number of paper student records held by the institution?

N/A

7. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?

No

- If so, what is the most significant format?
- If so, what is the estimated number of student records maintained in that format?

8. Does the institution maintain a staff position that has overall responsibility and authority over student records?

Yes.

- If so, what is the name, title, and contact information for that individual?

Sally Hunter, Campus Registrar (registrarami@aviationmaintenance.edu)

Genifer Leigers, Corporate Registrar (registrarcorp@centura.edu)

9. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced?

No.

10. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?

One per week.

All Institutions

11. Is there anything that the Commission should consider with regard to the institutional student records?

No.

Program Description

Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.
- Submit one table for each campus in which the program will be offered.

Projected Headcount and FTE Enrollments and Degrees Conferred									
Date, 2021									
Institution/Location: Aviation Institute of Maintenance Indianapolis, IN _____									
Program: Aviation Maintenance Technology Associate Degree									
				Year 1	Year 2	Year 3	Year 4	Year 5	
				FY2021	FY2022	FY2023	FY2024	FY2025	
Enrollment Projections (Headcount)									
	Full-Time			10	20	25	35	35	
	Part-Time			0	0	0	0	0	
	Total			10	20	25	35	35	
Enrollment Projections (FTE*)									
	Full-Time			10	20	25	35	35	
	Part-Time			0	0	0	0	0	
	Total			10	20	25	35	35	
Degrees Conferred Projections				0	0	8	8	15	
Degree Level: AAS									
CIP Code: - 47.0608; State - 000000									
FTE Definitions:									
Undergraduate Level: 30 Semester Hrs. = 1 FTE									
Undergraduate Level: 24 Semester Hrs. = 1 FTE									

Unofficial Transcript

<http://www.aviationmaintenance.edu>

Student:		Student ID: 1679680						DOB:		Original Start Date : 1/19/2021			Student GPA: 3.10		
Course Code	Course Description	Credits Attempted	Credits Earned	Clock Hours	Grade	Num eric Grade	Quality Points	Course Code	Course Description	Credits Attempted	Credits Earned	Clock Hours	Grade	Num eric Grade	Quality Points
Program: Associate of Applied Science Degree in Aviation Maintenance Technology								*** End of Transcript ***							
Enrollment #: AB20096004		Status: Active													
Start Date: 1/19/2021															
Term: S20210119		January 2021 Semester			1/19/2021		5/9/2021								
BLK101	General Science I: Math and General Physics	5.00	5.00	120.00	B	88.00	15.00								
BLK102	General Science II: Tools, Surfaces, and Corrosion Control	4.50	4.50	120.00	A	90.00	18.00								
BLK103	General Science III: Maintenance Operations and Records	5.00	5.00	120.00	C	79.00	10.00								
GE2302	Human Factors in Behavior and Performance	3.00	3.00	45.00	B	87.00	9.00								
		17.50	17.50	405.00	52.00										
Term GPA: 2.97		Cum GPA: 2.97													
SAP Met															
Term: S20210510		May 2021 Semester			5/10/2021		8/22/2021								
BLK104	General Science IV: Basic Electricity	4.50	4.50	120.00	B	83.00	13.50								
BLK105	Metallic Structures	0.00	0.00	0.00			0.00								
GE2330	Physical Science	3.00	3.00	45.00	A	94.87	12.00								
In Progress															
Associate of Applied Science Degree in Aviation Maintenance Technology		GPA: 3.10	25.00	25.00	570.00										

** Indicates Retaken Course
R* Indicates Retaken Override
T Indicates Transfer

Unofficial Transcript

Indicates Pass/Fail Course
♦ Indicates Associated Course