2024-2025

PCC Aviation Technology Program & Aviation Technology Center Student Handbook

PimaCommunityCollege

Contents

Introduction

This handbook is designed to familiarize current and prospective students of Pima Community College's (PCC) Aviation Technology Program with our policies and procedures governing student enrollment, conduct, and expectations of performance. The primary objective for each of our programs is to equip our students with the skills required to ensure success in a diverse and competitive job market. We do this by providing a learning environment that simulates the strenuous demands of the aviation industry, and instills safety-mindedness, critical-thinking, team building, and strategies for success.

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Upon request, reasonable accommodations will be made for individuals with disabilities. Every effort will be made to provide reasonable accommodations in a timely manner. For public and employee accommodation requests, as well as information related to the ADA complaint process, contact the College ADA Coordinator at 520-206-4539 or 4905C E. Broadway Blvd., Tucson, AZ 85709-1130. For PCC student accommodation requests, please contact Access and Disability Resources, 520-206-6688 or ADRhelp@pima.edu.

General Program Information

Aviation Technology Center

7211 S. Park Ave., Tucson AZ, 85709-6185 [map]

- Program Assistant: 520-206-5910
- Program Coordinator: 520-206-5914
- Tool Room: 520-206-5901

Prerequisites and Requirements

Prospective students must…

- attend an information session (conducted monthly) at the Aviation Technology Center (ATC).
- complete a reading assessment (at any PCC campus) and be placed into REA 091 or higher.

An official college transcript displaying the completion of reading classes at or beyond the levels indicated may be used instead of the placement tests to verify academic qualification.

In order to be admitted fully to this Selective Admissions Program, you must fulfill the Program Admissions requirements. Upon being accepted into the Aviation Technology Program, students will be registered into the first phase of coursework. The Program Assistant controls enrollment and registration for the Aviation Technology Program.

Additional information regarding student advising, placement tests, financial aid, and student services is available on the official PCC website, pima.edu.

Drug Screening

As is standard in the aviation industry prior to employment, a student seeking admittance into the Aviation Technology Program must submit to and provide documentation of a negative drug screening prior to enrollment. Testing is at each student's expense and must be completed no later than 30 days prior to the first course. See this handbook's "Rules & Regulations'' section and Appendix A for additional details on the use of drugs/alcohol and program screening procedures.

Certificate and Degree Programs

Pima offers an Associate of Applied Science Degree and certificate options in its Aviation Technology Program. Each pathway is designed to provide students with the necessary skills for entry-level placement in the aviation industry. See the online College Catalog (pima.edu/catalog) for specific concentration requirements.

All Aircraft General Mechanics, Aircraft Airframe Mechanics and Aircraft Powerplant Mechanics courses are Federal Aviation Administration (FAA) accredited and approved in accordance with 14 CFR, Part 147, and are subject to FAA oversight. Students pursuing these certificates are held to minimum acceptable standards of attendance, testing and laboratory proficiency. These certificates also have minimum requirements for reading, writing, speaking and understanding the English language in accordance with 14 CFR, Part 65. To become FAA certified, after completing all required coursework, the student must take written, oral and practical examinations, which are available at the ATC and with local industry partners.

To aid in student success, the College requires each student to prove readiness to take FAA written examinations before it will issue a Certificate of Completion. A student must pass three practice tests (e.g., ASA Prepware tests) with a score of 90 percent or better to receive a Certificate of Completion, which authorizes the student to take the written exam at a certified testing facility; testing fees will be incurred. Failing any FAA written exam requires remediation training by a certificated mechanic prior to retesting; additional fees will be incurred for re-testing.

Associate of Applied Science – Aviation Technology

- 62 credit hours (includes General Education Requirements).

Certificate of Direct Employment – Advanced Aviation Technology

- Aircraft General Mechanics: 9 courses, 21 credit hours.
- Aircraft Airframe Mechanics: 17 courses, 42 credit hours.
- Aircraft Powerplant Mechanics: 15 courses; 37 credit hours.
- Aircraft Structural Repair: 7 courses; 19 credit hours.
- Avionics Technician: 9 courses; 40.5 credit hours.
- Nondestructive Testing: 14 courses; 42 credit hours.

See the online College Catalog (pima.edu/catalog) for the specific course requirements for each of the degrees and certificates previously listed.

Program Duration

All of PCC's Aviation Technology Program degrees and certificates require a significant time commitment. The duration of coursework varies according to cohort start date and method of scheduling utilized, e.g., stand-alone offering, day (full-time) or evening (part-time) scheduling. The following list is a sampling of available concentration combinations with approximate time requirements for each.

- Aircraft Airframe Mechanics: 11 Months.
- Aircraft Powerplant Mechanics: 10 Months.
- Aircraft Airframe Mechanics and Aircraft Powerplant Mechanics combined: 16 Months; 28 months if taken part-time during the evening.
- Aircraft Structural Repair: 4 Months.
- Avionics Technician: 9 Months.
- Nondestructive Testing: 11 Months.

Tuition and Fees

Aviation Technology Program courses, which are more costly for PCC to offer, are among those for which PCC charges additional tuition, known as differential tuition. Learn more at pima.edu/tuition (scroll down to Learn more about differential tuition). Course fees also apply to every course taken at the Aviation Technology Center to cover the cost of consumable materials used in the lab, student uniforms, tablets, and tools that some students receive upon completion of their program of study. Tuition and fees are subject to change without notice. See pima.edu/tuition for the most current information.

Course Scheduling

Aviation Technology Program courses are scheduled during all three terms (fall, spring, and summer) of the academic year, and do not follow the traditional 16-week semester schedule. Rather, these courses are scheduled on a five-week timeline: three five-week sessions each during the fall and spring terms, and two five-week sessions during the summer term.

Students enrolled full-time in the Aviation Technology Program typically complete two courses during each five-week session and are in class five days a week, for up to eight hours each day. Due to this method of scheduling, aviation students routinely complete 15-20 credit hours per semester. Course scheduling varies by program, but students normally attend day courses between 7 a.m. and 3:55 p.m. weekdays. Evening courses, when offered, may begin as early as 4 p.m., and may continue past 9 p.m.

All Aviation Technology Program students start in a cohort with a maximum enrollment ranging from 16 to 24 students. If, through attrition, a cohort's enrollment drops below 50% of capacity, PCC reserves the right to cancel that cohort at the next completion stage, i.e., aircraft airframe mechanics or aircraft powerplant mechanics, if not earlier. However, these cancellations rarely occur, and program staff make every effort to ensure each cohort finishes its selected program of study.

A student's position in a cohort will be held for the entirety of the program as long as the student maintains academic eligibility and continues through the program without interruption. The Director of Aviation must approve each student's request to transfer from one cohort to another, or to enroll selectively in courses with empty seats. This policy is required to ensure that courses are not overenrolled, and do not inadvertently force a continuing student out of a cohort.

Coursework

The Aviation Technology Program courses cover a wide range of subject matter. The degrees and certificates offer coursework that builds upon preceding courses, and is designed to prepare students for certification testing at the end of their program of study. In order to achieve this goal, students are expected to be on time to and participate in class. It is the student's responsibility to comprehend and apply the material presented, and to seek additional assistance when required.

See the online College Catalog (pima.edu/catalog) for additional information and course descriptions.

Course Modality

Pima's Aviation Technology Program is certified to administer courses via distance-learning; however, traditional course administration is the primary modality for delivering all Aviation programs and distance learning is only utilized on an as needed basis.

Course Grading and Testing

Grading

Course outlines will display the grading policy for that course. Failure to achieve a 70 percent average or better on all required tests and lab projects will disqualify 14 CFR, Part 147-regulated courses (general, airframe, powerplant) from FAA certification. Tests are typically weighted at 50% of the final course grade, and lab

projects are typically weighted at 50% of the final course grade. All Aviation students are subject to a final grade deduction for uniform infractions, repeated tardiness, and absences from class. The syllabus for each course details its grading policy.

Quizzes

Quizzes may be administered at the instructor's discretion in an effort to aid in the learning process. Quiz scores are not typically used in final grade calculations.

Tests

Each course has a minimum of two (2) tests. Each test is designed to gauge the student's comprehension of the most recent subject matter presented; all tests must be completed to an average grade of 70% or better to receive a passing grade and credit for the course. Test reviews are done at the instructor's discretion and may or may not be offered. The syllabus for each course has details on testing.

Makeup Tests

Makeup tests for any/all tests missed due to absence will be administered on the last day of class.

Lab Projects

All practical projects must be completed in their entirety to an average grade of 70% or better to receive a passing grade and credit for the course. In each class, the grading criteria for practical projects will be covered and demonstrated, if necessary, to ensure student understanding. The final grade awarded for a completed project may be lower than 70 percent due to point deductions for, but not limited to:

- Not correctly following project procedures; not using prescribed technical publications.
- Not turning in project worksheets on time as directed by the instructor.
- Mishandling or damaging PCC equipment during execution of a project.
- Workmanship issues, such as set-up errors and poor overall execution.
- Not participating during group lab projects.

Failing Grades

A failing grade will be given when a student…

- does not average a grade of 70 percent or higher on all of the required tests.
- does not average a grade of 70 percent or higher on all of the required lab projects.
- commits two (2) or more DSV's (Direct Safety Violation).
- is caught cheating on a test.

If any of these occur, the student will receive a final grade of "F" and no credit will be given toward certification or program of study completion.

Academic Progression

Standards of Academic Progression ensure that students are meeting FAA and PCC requirements; Aviation Technology Program students are categorized as follows:

Good Standing

A student is considered to be in good standing if they have…

- passed all required courses in their program of study.
- not received a code of conduct violation or DSV.

Academic Probation

A student may be placed on academic probation if they…

- fail a course.
- commit an academic ethics violation (i.e., cheating) as outlined in the PCC Student Code of Conduct.
- receive a written admonishment for a code of conduct violation (to include expected behaviors outlined in this handbook) or DSV.

Any student placed on academic probation will be notified in writing of the reason(s) they are being placed on probation; a copy of the letter will be maintained in the student's record.

Academic Disqualification

A student may be *permanently* disqualified from attending Aviation Technology Program courses if they…

- fail four or more courses.
- commit a second academic ethics violation (e.g. cheating) as outlined in the PCC Student Code of Conduct.
- receive a second written admonishment for a code of conduct violation or DSV.

A student academically disqualified from attending Aviation Technology Program classes will be notified in writing of the reasons they are being academically disqualified. A copy of the notification letter will be maintained in the student's record.

The academic progression of every student is tracked by the Program Assistant for the Aviation Technology Program. All questions regarding academic standing should be directed to the Program Assistant or Director of Aviation.

Student Requirements and Expectations

Attendance

All Aviation Technology programs have minimum training requirements that must be fulfilled to ensure student success on certification exams. For this reason, class attendance is imperative and is factored into the student's final grade. Instructors track each student's time missed due to tardiness and being absent from class, and **excessive violations may ultimately result in course failure**.

Lecture

Students that miss lectures are urged to check their course D2L page to obtain missed lecture material. They also are urged to obtain notes from a classmate on the missed lecture.

Laboratory

Students will not be given additional time beyond the last day of class to complete laboratory (project) work. Incomplete projects will result in failure of the project, and failure of the course.

Dress Code

Numerous industry professionals visit the ATC every month, and many hire program graduates. The program and students must present a professional image to encourage this to continue. In order to maintain a professional learning/training atmosphere and have students prepared for any type of class activity at any given time, a dress code is strictly enforced during classroom and lab hours. Specifically:

- Students must wear closed toe shoes in all areas of the Aviation Technology Center.
- Students must wear PCC-issued Aviation Technology Program shirts. ***Shirts must be fully buttoned.*** The following are acceptable in lieu of the PCC issued program shirts:

  - PCC Aviation t-shirts purchased through the PCC Aviation Student Store.
  - Employer issued uniforms (if issued by an aviation industry employer, and currently employed with that employer).
  - Military uniforms (if currently on active duty).

- Students must wear pants covering the entire leg, ankle and posterior whenever they are performing lab projects that could expose them to corrosive materials or flammable liquids. Students may wear shorts made of nonflammable materials (typically cotton-polyester blends) whenever lab projects do not pose such a risk; ***basketball shorts, or an equivalent, are not permitted attire.***

Students not abiding by the dress code will receive a 4 point deduction from their final grade for each day that a uniform infraction is committed.

Textbooks

Each course has a required textbook indicated in the course syllabus. Several suppliers and types, including free digital versions that may be permitted at the discretion of the instructor, are available. Students who do not have the textbook(s) when required may be dismissed from class.

Equipment

Before the start of their first class and for the duration of their program, all students must have the following items in addition to the required textbooks.

- Safety glasses (clear) with peripheral visors; prescription glasses must have side shields.
- Respirator with NIOSH-approved P95 particulate pre-filter and organic vapor cartridge.
- Two forms of hearing protection: ear plugs and over-the-ear muffs; *earbuds utilized for playing music are not an acceptable form of hearing protection, and are not allowed in the ATC hangar or aircraft parking areas.*
- Writing implements; ballpoint pen and an extra-fine point Sharpie.
- Calculator with basic functions

Tooling

The ATC Tool Room provides basic and specialized tooling when required for completion of lab projects. Students that signout tooling assume custodial responsibility for each of those items, and may be held financially responsible if any are lost, stolen or damaged due to misuse and/or neglect.

Physical Requirements

The following physical requirements have been established to ensure student safety and success in completing all required lab projects. These requirements also ensure that program graduates meet the requirements of the FAA per 14 CFR, Part 65, as well as aviation industry needs.

Aviation Technology Program students must have the ability to:

- lift 50 pounds
- work in small, confined areas
- work kneeling, bending and sitting
- climb stairs and stand for long periods of time
- work at heights approaching 60 feet
- work in high-noise environments, wearing ear protection
- work wearing eye protection
- work while wearing a respirator mask
- work with and in proximity to toxic chemicals and airborne particulates
- speak, read and write, and understand English.

Any student who cannot meet these requirements and perform all required laboratory projects may ultimately fail a course and/or program.

ATC Rules & Regulations

The following rules are to ensure the safety and efficient operation of the ATC, and are an extension of the PCC Student Code of Conduct. The first violation of any of these rules, other than a Direct Safety Violation (DSV), will result in a verbal warning. A second offense, other than a DSV, will result in the student being removed from the classroom or lab for the remainder of the class period. A third offense, other than a DSV, will result in the student being removed from the classroom or lab and dropped from the course.

For additional information regarding student conduct and expectations, go to pima.edu/code-of-conduct.

Direct Safety Violations (DSVs)

The aviation maintenance profession demands discipline and a safety-first attitude. All training at the ATC must be conducted safely and professionally at all times. Any act that violates or disregards the ATC Rules and Regulations section, technical data safety precautions, verbal safety precautions given by an instructor or any other workplace safety standards is considered to be a DSV. Any student receiving more than one DSV during his/her program of study may be dismissed from the program in accordance with the guidelines outlined for academic disqualification; see the section on "Academic Progression" within this handbook for additional details.

Horseplay and Unsafe Acts

Horseplay and practical jokes will not be tolerated at any time. If a staff member or instructor informs a student that they are acting in an unsafe manner, the student must take immediate corrective steps. Repeated violations may result in the staff member/instructor removing the student from class and the student possibly failing the course in accordance with the preceding rules and regulations. The student can return to class only at the instructor's discretion.

Personal Protective Equipment (PPE)

Throughout the course of training at the ATC, students may be exposed to toxic chemicals and particulate matter. Such exposure is typical in the aviation industry. For this reason, all students must wear and use PPE. Each student is personally responsible for proper wear and use of all PPE. A student who repeatedly does not wear or use PPE may be removed from class by the instructor and the student may be failed in the course in accordance with the preceding rules and regulations. The student can return to class only at the instructor's discretion.

Eye Protection

Safety glasses must be worn when working in all lab and aircraft parking areas. Glasses must be clear and ANSI Z87.1-2015 certified. Students wearing prescription eyeglasses must wear side shields on their glasses.

Hearing Protection

Hearing protection must be worn at all times in the structural repair lab. Double hearing protection (ear plugs and ear muffs) must be worn when working within 100 feet of an operating aircraft engine.

Earbuds/headphones for listening to music are not approved for hearing protection, and are forbidden from being worn in the ATC hangar or aircraft parking areas.

Safety Shoes

Due to the nature of the work being performed at the ATC, students are strongly urged to wear Occupational Safety and Health Administration (OSHA)-approved safety shoes. This footwear should be worn during all ATC activities.

Machinery/Equipment Use

No student will use machinery/equipment until properly trained, and then only under the direct supervision of Aviation Technology Program personnel.

Any student not properly using or applying precautionary procedures during class will receive a warning for the first offense. For the second offense, a student may be removed from class and risk failing the course.

Drugs and Alcohol

According to the College's Student Code of Conduct, a student shall not consume, transfer, sell, possess or be under the influence of an alcoholic beverage or consume, transfer, sell, possess or be under the influence of any controlled substance, illegal drug or imitation controlled substance or possess legally prohibited drug paraphernalia. See the "Tobacco, Alcohol and Drug Offenses" section of the Student Code of Conduct.

Besides adhering to College procedures and sanctions, the Aviation Technology Program has additional protocols. For safety reasons, any Aviation Technology Program student taking any prescribed medication must have written permission from a medical doctor to participate in a lab. It is the student's responsibility to provide documentation to the instructor prior to entering a lab area. *Students found to be utilizing medically or non-medically prescribed marijuana (in or out of class hours) will not not be permitted to participate in any academic activities at the ATC and are subject to the repercussions outlined in Appendix A – Pima Community College Aviation Technology Program Chemical Impairment Policy.*

Students believed to be under the influence of either drugs or alcohol will not be allowed onto the ATC grounds or, if already in class, will be removed. *See Appendix A "Suspicion of Impairment" for required actions and possible repercussions.*

Any student who believes they have been falsely accused of being under the influence of either drugs or alcohol and removed from class may request that a PCC Police Department officer perform a sobriety test. If the student has a negative test, they may return to class immediately without penalty. For additional information, go to pima.edu/code-of-conduct.

Aviation Technology Program students are advised that aviation industry companies require all potential employees to be screened for drug and alcohol use prior to being hired, and randomly screen employees throughout their career. Generally, employees failing either test are subject to immediate dismissal.

See Appendix A – Pima Community College Aviation Technology Program Chemical Impairment Policy for further information regarding drug and alcohol use.

Tobacco Use

The College is a tobacco-free institution. The use of cigarettes, e-cigarettes, chewing tobacco and all other forms of tobacco use is not allowed on ATC property. Students that leave the ATC grounds to use tobacco may be considered absent and dismissed from class for the rest of that day. The instructor may fail a student who commits a second violation of this type.

Housekeeping

Students must clean up and properly store their equipment each time after they complete any/all classroom/ lab activities. Any student failing to do so may incur a grade deduction at the discretion of the instructor. Any student who repeatedly fails to fulfill this requirement or an instructor's cleanup/storage direction, may be dismissed from the class and risks course failure.

Sleeping in Class

Any student sleeping during scheduled class hours may be dismissed for the rest of the class period. After a second violation, the student may be dismissed from class and risks being failed for the course, at the instructor's discretion.

Facility Access

In order to ensure proper supervision and student safety, Aviation Technology Program students are permitted on ATC grounds only during scheduled class hours; unless their presence is arranged ahead of time. Students may enter the ATC up to 30 minutes before the start of class, and may remain in the ATC for up to 60 minutes after their final class.

IT Systems and Electronic Devices

See the section Offenses Involving College IT Systems (Computers, Networks and Telephones) under the "View the Student Code of Conduct" link. Otherwise, the following information applies to Aviation Technology Program students.

Personal Electronic Devices

Cell phones, MP3 players and other electronic devices must be turned off or silenced in all ATC classrooms, labs and aircraft parking ramps and may not be used without the instructor's expressed prior consent.

Tablets may be authorized for use in support of assigned coursework, e.g. for tech data reference or note taking during a lecture. This also requires the expressed prior consent of the instructor.

Any second violation of these rules may result in the student being dismissed from the class for the rest of the scheduled period; the instructor has discretion to fail the student for the course for multiple offenses to this policy.

College Computers & Tablets

All full-time students attending an Aviation Technology program will be issued a tablet to use for the duration of their program. Students will assume custodial responsibility of the tablet while enrolled in the program, and ownership of the tablet will be transferred to the student upon successful completion of their program. **Only one device will be issued to each student regardless of the number of programs attended.**

All *part-time* students attending an Aviation Technology program, to include high school students (e.g. JTED), will be required to check out a tablet from the tool room on a daily basis for use in support of assigned coursework.

Classroom and laboratory computers are for instructor use only.

Digital Materials

Digital materials (technical manuals, instructional videos, etc.) used at the Aviation Technology Center may be subject to copyright protection and may be used only in accordance with permitted terms of use; unauthorized use of copyright-protected material is a violation of copyright law, and the College's Student Code of Conduct and IT policies. Students who misuse these materials may be subject to Code of Conduct proceedings, as well as legal liability outside the college. **Students may not download, copy, or redistribute these materials or use them for personal business without the express written permission of the copyright owner.**

Appendix A – Pima Community College Aviation Technology Program Chemical Impairment Policy

Pima Community College and the Aviation Technology Department require that students provide a safe, productive work environment. To fulfill this purpose, it is the policy of Pima Community College that students not be chemically impaired during participation in any part of their college program including both classroom and laboratory settings.

Chemical Impairment Definition

A chemically impaired student is defined as a person who is under the influence of or has abused, either separately or in combination: alcohol (ethanol, isopropanol or methanol), over-the-counter medication, illegal drugs (as defined by the schedule of controlled substances section of the Comprehensive Drug Abuse Prevention and Control Act of 1970, 21 U.S. C. § 812), prescribed medications, inhalants or synthetic designer drugs. A student is "under the influence" if they are affected by the use of alcohol, drugs or medication, and the use may adversely affect the student's performance in the classroom or laboratory. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology.

Random Drug Screening

As is common in the aviation industry, students enrolled in any aviation training program will be subject to random screenings for drug use. Screenings will occur at a minimum of once per semester, as directed by the Director of Aviation, and will be limited to 5 percent or less of the total aviation program enrollment.

Students utilizing medically prescribed marijuana are not exempt from this process and will be subject to the repercussions outlined under Positive Drug/Alcohol Screens heading in this appendix.

Any student refusing random screening if/when selected will be subject to the repercussions outlined under Positive Drug/Alcohol Screens heading in this appendix.

Suspicion of Impairment

If faculty suspect that a student is chemically impaired while participating in any part of the student's college program, the faculty will take the following steps:

1. Remove the student from the classroom and/or laboratory.
2. Immediately consult with the Director of Aviation, or another faculty/staff member if the Director is unavailable, for verification of reasonable suspicions. The verification will be conducted in a confidential and respectful manner.
3. If the second person confirms a reasonable suspicion of chemical impairment, immediately inform the student as to why the student is being removed from the classroom and/or laboratory.
4. Ask the student to consent to a drug/alcohol screen.

   a. If the student consents, have the student sign a Student Disclosure Form, Consent to Transport Form, and a Release and Consent Form, consenting to the screen and transportation. Make photocopies of all forms.
   b. Call the PCC Police Department (206-2700) to perform required testing or to transport the student to the laboratory for testing.
   c. Have the student call a family member, friend or cab company to arrange transportation home after the screening.
   d. If a student is unwilling or unable to arrange transportation home, PCC Police personnel may be used for the student's safe transportation.
   e. DO NOT allow student to leave a faculty/staff member's presence or ingest any substances until the screening procedure is complete.

5. The Director of Aviation will inform the Dean of Applied Technology of the situation and that a student is being tested for chemical impairment "for cause."

   a. Documentation of the incident will be forwarded to the Dean.
   b. Make an appointment for the student to meet with the Dean on the next working day (Monday-Friday).
   c. The student will not return to the classroom or laboratory until the test results are available and the student's status in the program is determined..
   d. The Dean will consider the screening results in determining the student's status in the program.

6. If the student refuses screening:

   a. Inform the student that dismissal from the program will be the consequence for refusal to participate in testing.
   b. Call the PCC Police (520-206-2700) to provide transportation home.
   c. If a student refuses transportation by the PCC Police, document with a witness.
   d. If the student is too impaired and safety is of concern, the student should be seen in the nearest emergency department.
   e. The Director of Aviation will inform the Dean of Applied Technology of the circumstances.
   f. The student may be required to make an appointment with the Dean, preferably within 24 hours.
   g. The Dean will consider the student's refusal to consent to screening in determining the student's status in the program.

Confidentiality

All communications received by PCC relevant to drug/alcohol screening conducted pursuant to this Chemical Impairment Policy will be treated as confidential. Such communications will not be disclosed, except:

1. To the tested student or any other person designated in writing by the student.
2. To individuals designated by PCC to receive and evaluate test results or hear the student's explanation.
3. In a proceeding related to an action taken by PCC or student arising out of this Chemical Impairment Policy.
4. To an arbitrator or mediator, or a court or governmental agency as authorized by state or federal law.

The tested student has a right of access to the written screening results that pertain to that individual, subject to the maintenance of confidentiality for other individuals.

Positive Drug/Alcohol Screens:

1. All positive results will be reviewed by the Director of Aviation and Dean of Applied Technology.
2. If the results indicate the presence of illegal drug(s) (to include medically prescribed marijuana), a positive blood alcohol concentration or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form (a "positive screen") or if the student refused screening, the student will be given an opportunity to explain the screening results or refusal to submit to screening.
3. The student will be withdrawn from the program for a period of one year in the event of a positive screen.
4. Permanent dismissal from the program will be warranted for refusal to submit to screening without adequate explanation.

Program Re-entry after a Positive Drug or Alcohol Screening

A student withdrawn from the Aviation Technology Program may re-enter after the withdrawal period (one year) has expired, according to the following guidelines:

1. Re-accomplish the admissions process for the Aviation Technology Program. Re-admission will be based upon space availability.
2. Provide satisfactory evidence of rehabilitation related to the student's prior chemical impairment. The Director of Aviation will determine successful rehabilitation for re-entry; evidence of rehabilitation may include any of the following:

   a. Documentation of a completed rehabilitation or substance abuse treatment program.
   b. Proof of regular attendance in a "12 Step" anonymous program or similar therapeutic program.
   c. Evidence of after-care attendance upon completion of a rehabilitation or substance abuse treatment program.
   d. Students failing to test by the deadline may have an evaluation and letter completed by a physician specializing in addiction stating that the student does not have an addiction to alcohol, prescription drugs, or illicit substances. The student must sign a release with the physician allowing a PCC representative to discuss the evaluation with the physician. This may not be an option for students testing positive for drugs/alcohol.
   e. Letter from treatment facility and/or therapist stating the student would be able to function safely in an industrial area.

3. Students requesting readmission must have a repeat screening for drugs and/or alcohol immediately prior to re-admission.
4. Students requesting readmission must agree to submit to random alcohol/drug screening, at student expense, following re-admission to any aviation program.
5. A student applying for re-entry into the Aviation program may be permanently dismissed from the program if they:

   a. have a positive result on the screening immediately prior to re-admission.
   b. have a positive result on a random screening.
   c. refuse to submit to random drug screening or to screening immediately prior to re-admission.

Negative Drug/Alcohol Screen After Being Suspected of Impairment

If the drug/alcohol screen is negative for the presence of illegal drug(s), blood alcohol or the presence of prescription medication(s) of a quality or quantity not disclosed in the Student Disclosure Form, the student must meet with the Dean of Applied Technology to discuss the circumstances surrounding the suspicion of chemical impairment.

1. If the indicator was the odor of alcohol, the student may be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the classroom or lab.
2. If the indicator was behavioral, consideration must be given to the symptoms. A medical referral for evaluation may be indicated.
3. The Dean of Applied Technology will decide if the student may return to the class or lab, based on all information available to him or her at this meeting.

Appendix B: Student Appeal Process

Students should visit pima.edu/code-of-conduct to learn about their due process and appeal rights.

A student has the right to due process and has the right to participate in an Appeal Process, as outlined in *SECTION IX: Appeals of the Student Code of Conduct*.