

2017-2018

PCC Aviation Technology Program & Aviation Technology Center Student Handbook



PimaCommunityCollege
520.206.4500 | PIMA.EDU



Students performing an inspection on a Boeing 727-200 series aircraft.

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 job market. We do this by providing a learning environment that simulates the strenuous demands of the aviation industry; our program promotes forward-thinking, instills teamwork and safety mindfulness, and teaches strategies for success.

Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Please contact the PCC Human Resources Office at (520) 206-4624.

Table of Contents

Introduction.....	2	ATC Rules & Regulations	14
Contact Information	4	Safety.....	14
Aviation Technology Center.....	4	Horseplay and Unsafe Acts.....	15
Selective Admissions, Prerequisites and Requirements.....	4	Personal Protective Equipment (PPE)	15
Drug Screening.....	5	Machinery/Equipment Use.....	15
Certificate and Degree Programs	5	Drugs and Alcohol.....	16
Associate of Applied Science – Aviation Technology	5	Smoking.....	16
Certificate of Direct Employment – Advanced Aviation Technology.....	6	Housekeeping.....	16
Program Duration	6	Sleeping in Class.....	17
Differential Tuition.....	6	Facility Access	17
Course Scheduling.....	6	IT Systems and Electronic Devices	17
Coursework	7	Personal Electronic Devices	17
Course Grading and Testing	8	College Computers & Tablets	17
Grading.....	8	Appendix A –	
Quizzes.....	8	Tooling Requirements	18
Tests.....	8	Basic Tool Kit.....	18
Retests.....	9	Advanced Tool Kit.....	19
Makeup Tests	9	Avionics Tool Kit.....	19
Test Outs.....	9	Structural Repair Tool Kit	20
Lab Projects.....	9	Appendix B –	
Incomplete Grades.....	9	Pima Community College Aviation	
Academic Progression.....	10	Technology Program Chemical	
Good Standing.....	10	Impairment Policy.....	21
Academic Probation	10	Chemical Impairment Definition	21
Academic Disqualification.....	10	Random Drug Screening.....	21
Student Requirements and		Suspicion of Impairment.....	21
Expectations	11	Confidentiality	23
Attendance	11	Positive Drug/Alcohol Screens:	23
Make-up Requirements	11	Program Re-entry after a Positive Drug or Alcohol Screening	23
Dress Code.....	12	Negative Drug/Alcohol Screen After Being Suspected of Impairment	24
Textbooks.....	13	Student Appeal	24
Equipment	13		
Hand Tools.....	13		
Tool Storage.....	14		
Physical Requirements.....	14		



The Aviation Technology Center hangar

Contact Information

Aviation Technology Center

7211 S. Park Ave., Tucson AZ, 85709-6185 [\[map\]](#) (click on Aviation Technology Center on right)

- Academic Director of the Aviation Technology Program: 206-5907
- Program Assistant: 206-5910
- Lead Faculty: 206-5902
- Tool Room: 206-5901

Selective Admissions, Prerequisites and Requirements

Prospective students *must* attend an information session (conducted monthly) at the Aviation Technology Center (ATC), and must have completed the following prerequisites (with grades posted) before they apply to the program:

- REA 091 with a grade of C or better or Reading assessment at REA 112 or higher
- MAT 086 with a grade of C or better, completion of MAT 089A through Module 15, or Math assessment at MAT 092 or higher

An official college transcript displaying the completion of math and reading classes at or beyond the levels indicated may be used in place of the assessments 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 attend a new student orientation, when they will be registered into the first phase of coursework.

Enrollment and registration are controlled by the Program Assistant for the Aviation Technology Program.

Additional information regarding student advising, assessments, 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 earlier than 30 days prior to starting the first course, and no later than seven (7) days prior to the first course. *See this handbook's "Rules & Regulations" section and Appendix B for additional details on the use of drugs/alcohol and program screening procedures.*

Certificate and Degree Programs

All of Pima's [Aviation Technology Program concentrations](#) offer degree and certificate options. 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 concentrations are held to minimum acceptable standards of attendance, testing and laboratory proficiency. These concentrations 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 oral and practical examinations, which are available at the ATC.

[Associate of Applied Science – Aviation Technology](#)

- [Aircraft Airframe Mechanics concentration](#): 17 courses (plus General Education Requirements); 66.5 credit hours.
- [Aircraft Powerplant Mechanics concentration](#): 16 courses (plus General Education Requirements); 65.5 credit hours.
- [Aircraft Structural Repair concentration](#): 13 courses (plus General Education Requirements); 61 credit hours.
- [Avionics Technician concentration](#): 12 courses (plus General Education Requirements); 60 credit hours.

Certificate of Direct Employment – Advanced Aviation Technology

- Aircraft General Mechanics: 8 courses, 23 credit hours.
- Aircraft Airframe Mechanics: 9 courses, 28.5 credit hours.
 - Curriculum requirements for the Aircraft General Mechanics Certificate (8 courses, 23 credit hours) must be completed prior to enrolling in the Aircraft Airframe Mechanics certificate program.
- Aircraft Powerplant Mechanics: 8 courses; 27.5 credit hours
 - Curriculum requirements for the Aircraft General Mechanics certificate (8 courses, 23 credit hours) must be completed prior to enrolling in the Powerplant certificate program.
- Aircraft Structural Repair: 13 courses; 49 credit hours.
- Avionics Technician courses; 12 courses, 47 credit hours.
 - See the online College Catalog (pima.edu/catalog) for the specific course requirements for each of the degree and certificate concentrations previously listed.

Program Duration

All of PCC's Aviation Technology Programs 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 & Aircraft Powerplant Mechanics, 19 months
- Aircraft Structural Repair, 12 months
- Aircraft Airframe Mechanics, Aircraft Powerplant Mechanics, and Aircraft Structural Repair: 25 months
- Avionics Technician: 12 Months.
- Aircraft Airframe Mechanics, Aircraft Powerplant Mechanics and Avionics Technician: 27 months

Differential Tuition

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 and click on "What is Differential Tuition?"). Course fees also may apply. 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 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 20-plus credit hours per semester. Course scheduling varies by program, but students normally attend day courses between 7 a.m. and 3:30 p.m. weekdays. Evening courses, when offered, may begin as early as 4 p.m., and may continue past 10 p.m.

All Aviation Technology Program students start in a cohort of students of as many as 25. If, through attrition, a cohort's enrollment would drop below 10 students, PCC reserves the right to cancel that cohort at the next completion stage, i.e., aircraft general mechanics, 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 Academic Director of Aviation must approve each student 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. Every degree and certificate offers coursework that builds upon preceding courses, and is designed to prepare students for certification testing at the end of their programs 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.



Students receiving instruction in the flight deck of a Boeing 727-200 series aircraft.

Course Grading and Testing

Grading

Course outlines will display the grading policy for that course. Failure to achieve a 70 percent or better score on any test or required lab project will disqualify [14 CFR, Part 147](#)-regulated courses from FAA certification. Tests are typically weighted at 60 percent of the final course grade; lab projects are typically weighted at 40 percent of the final course grade. The syllabus for each course details its grading policy.

Quizzes

Quizzes can/will be administered at the instructor's discretion in an effort to aid in the learning process. Quiz scores *will not* be credited to the final grade of an [FAA Part 147](#) accredited course.

Tests

Each [14 CFR, Part 147](#)-regulated course has a minimum of four tests. Each test is designed to gauge the student's comprehension of the most recent subject matter presented; all four tests must be completed to a grade of 70 percent or better to receive 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.

Retests

If/when a student receives a failing grade on a test (69 percent or below), *one* retest will be made available as noted in the course syllabus. *Only one retest is permissible during each course*, and only after the instructor is satisfied that the student has completed remediation training and is likely to pass the retest. When a retest is required, all five test scores will be included in the final course grade calculation; potentially reducing the overall grade for the course.

A retest typically will be administered during a scheduled makeup day. However, an instructor may administer a retest on a different schedule than is stated in the syllabus, and may also choose to have the retest administered at a [PCC campus testing center](#).

Makeup Tests

Makeup tests may be given for tests missed due to an *excused* absence (medical/family emergency with supporting documentation). The rules that apply to retests also apply to makeup tests.

Test Outs

Most Aviation Technology Program courses do not have final exams. However, exceptions are made on a case-by-case basis if a student requests to test out of a course for college credit only.

FAA time credit cannot be awarded by testing out of a course. Course substitutions can be accepted if documentation of content time, and testing are presented.

Lab Projects

All required practical projects must be completed in their entirety to a passing standard (“return to service”) of 70 percent or better. 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 dictated 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.

Required practical projects must be performed at the PCC ATC; take-home projects are not allowed.

Incomplete Grades

[FAA 14 CFR, Part 147](#)-regulated courses are considered incomplete when any of the following occur:

- The student does not satisfactorily complete all of the required tests.
- The student does not satisfactorily complete all of the required lab projects.
- The student does not complete all of the required course hours.

If any of these occur, the student will receive a final grade “I.” The student is responsible for promptly completing the missing course component(s) that caused the incomplete grade, and will be allowed to do so on scheduled make-up days.

An incomplete grade will remain in effect until the missing component(s) are satisfied or until 90 days have passed; after 90 days the incomplete grade will be changed to an “F,” and no credit will be given toward FAA certification.

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 he/she has:

- passed all required courses in their program of study
- passed all prescribed tests with a 70 percent or better for a/all given course(s)
- completed all prescribed lab projects with a 70 percent or better for a/all given course(s)
- fulfilled all time requirements for a/all given course(s)
- not received a code of conduct violation or Direct Safety Violation (DSV)

Academic Probation

A student will be placed on academic probation if he/she:

- fails a course
- receives 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:

- meet with the Aviation Technology Program Academic Director
- be notified in writing of the reason(s) he/she is being placed on probation; a copy of the letter will be maintained in the student’s record.

Academic Disqualification

A student will be academically disqualified from attending Aviation Technology Program courses if he/she:

- fails two or more courses in a single certificate program: Aircraft General Mechanics, Aircraft Airframe Mechanics, Aircraft Powerplant Mechanics, Avionics Technician or Aircraft Structural Repair.
- receives a second written admonishment for a code of conduct violation or DSV

A student academically disqualified from attending Aviation Technology Program classes will:

- meet with the Aviation Technology Program Academic Director

- be notified in writing of the reasons he/she is being academically disqualified; a copy of the letter will be maintained in the student's record and the student will be removed from the remainder of his/her courses for the semester that is in-progress and will not be allowed to enroll in subsequent Aviation Technology courses for an entire 16-week traditional semester, i.e. fall or spring.

Any student returning to class following academic disqualification will be placed on academic probation; a repeat of the circumstances that led to the academic disqualification will result in *permanent disqualification* from the Aviation Technology Program.

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 the Aviation Technology Program Academic Director.

Student Requirements and Expectations

Attendance

All Aviation Technology programs are time based, and have minimum training requirements as mandated by the FAA, and 14 CFR, Part 147. For this reason, any/all class time missed must be made up. Instructors track each student's time missed due to tardiness, leaving early, leaving the ATC grounds or otherwise being absent from class, and the student must make up that time.

Excessive violations may result in grade deductions or course failure per the Attendance Agreement that every student must sign at the beginning of every Aviation Technology course.

Make-up Requirements

Time

A student who misses any class time during regularly scheduled class hours must make up the time on a scheduled make-up day in order to receive credit for that course. Make-up time will be done in a constructive manner that reinforces the subject matter taught throughout the course.

Make-up time will not be awarded unless the student is actively working on required lab projects or coursework study relative to that course's subject matter. Lunch, extended breaks or working on personal tasks are not acceptable make-up activities. In the event that all required materials have been completed, the supervising instructor will direct completion of projects that enhance daily operations, e.g., training aide maintenance.

If a student misses class time in excess of one class session, he/she must have a qualified excuse (medical/family emergency with supporting documentation) in order to make up the time; time missed without a qualifying excuse will result in course failure.

The Aviation Technology Program Academic Director must approve any student make-up time on other than on make-up days.

Lecture

Students are urged to contact the instructor to get the current assignment so they are prepared for the next class session. They also are urged to obtain notes from a classmate on the missed lecture.

It is the *student's responsibility* to ensure that any/all time missed is made up in a timely manner (next available make-up day) in order to avoid inadvertent course failure.

Laboratory

A student may make up practical projects not completed in the required class hours on scheduled make-up days.

It is the *student's responsibility* to ensure that any/all lab work missed is made up in a timely manner (next available make-up day) in order to avoid inadvertent course failure.

Supervision

The course instructor or a qualified lab specialist must supervise a student's make-up time. If time missed is to be made up on a day other than the regularly scheduled make-up day/time, the student must get the instructor's approval ahead of time for alternate supervision.

Aside from the need for the Aviation Technology Program to ensure students meet FAA time requirements, its staff must be able to accountability of every student in the event of an emergency. So, any student who leaves the ATC grounds without permission will be considered absent and dismissed from the class for the rest of that day. Make-up time requirements will apply. The instructor may fail a student who commits a second violation of this type.

Dress Code

Every month, numerous industry professionals visit the ATC. 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.
- PCC-issued Aviation Technology Program shirts are the acceptable standard. If, and only if, program shirts have not been issued, the following are acceptable:
 - Industry-issued and military uniforms
 - Plain or patterned shirts with long or short sleeves
 - Shirts made of cotton/ polyester blends are recommended.
 - Shirts with logos, slogans, advertisements, sports team names and numbers, or nonaviation-related images or text are NOT allowed.
- Students must wear pants covering the entire leg, ankle and posterior whenever they are doing a laboratory project where they could be exposed to corrosive material or flammable liquids. Students may wear shorts made of nonflammable materials (typically cotton-polyester blends) whenever lab projects do not pose such a risk.

Textbooks

Each course has a required textbook indicated in the course syllabus. The predominant textbooks are the Airframe and Powerplant Mechanic Handbooks. Several suppliers and types, including digital versions that are permitted at the discretion of the instructor, are available. The course syllabus and the student's program acceptance letter indicate the current edition and author.

Students who do not have the textbook(s) when required will be dismissed from class and required to make up the missed time on a scheduled make-up day before they can receive a passing grade for the course.

Equipment

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

- Safety glasses (clear) with peripheral visors; prescription glasses must have side shields.
- Two forms of hearing protection: ear plugs and over-the-ear muffs; *ear buds utilized for playing music are not an acceptable form of hearing protection, and are not allowed in the ATC hangar or aircraft parking areas.*
- Standard size 1-inch thick, three-ring binder, with lined paper.
- Writing implements; ballpoint pen and an extra-fine point Sharpie.
- Calculator with basic functions

Hand Tools

Students must supply their own basic tooling (see Appendix A) for their selected program of study. Pima Community College endeavors to make certain aircraft tooling available for students to use. The program realizes the significant expense of purchasing these tools. Therefore, the tool list is divided into sections, allowing students to purchase class-specific tooling before each five-week session.

Students pursuing Aircraft Airframe Mechanics and Aircraft Powerplant Mechanics certification are required to have the Basic Tool Kit listed in Appendix A prior to beginning their second five-week session.

Students are expected to have assembled the Advanced Tool Kit listed in Appendix A prior to beginning their airframe curriculum (fifth 5-week session).

Students pursuing an Aircraft Structural Repair or Avionics Technician certification are expected to have the tooling outlined in Appendix A before the start of their program.

The ATC Tool Room provides specialized tooling when required for completion of lab projects, but *does not* provide basic tooling to any student who has not met the tool kit requirements. A student who does not have the required tooling for a lab project will be dismissed from the lab, and must make up the project and time on a scheduled make-up day.

For security reasons, students are discouraged from loaning tools to classmates or giving them access to their toolboxes. PCC is not responsible for items that are lost, damaged or stolen.

Tool Storage

Student tool boxes may be stored in designated areas in the ATC hangar. Upon arrival at the ATC, students must sign in their tool boxes with the Laboratory Specialists in the Tool Room.

Upon completion of or removal from an Aviation Technology program of study, a student has 60 days to sign out/remove his tool box/tooling from the ATC. Any tool box or tooling left at the ATC in excess of 60 days will be disposed of according to PCC protocols.

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 fail a course or the 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 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. Time and make-up requirements apply.

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

Safety

The aviation maintenance profession demands discipline and a safety-first attitude. All instruction, classroom and laboratory, will be conducted safely and professionally at all times.

Any student receiving more than one DSV during his/her program of study will be dismissed from the program; 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 he/she is acting in an unsafe manner, the student must take immediate corrective steps. Repeated violations will result in the staff/instructor removing the student from class and the student possibly being failed in 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 Aviation Technology Program 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 will 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.

Ear buds/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 a second offense. The student will be removed from class and risk being failed for 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](#), pima.edu/code-of-conduct (click the link at "View 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.

In addition, students believed to be under the influence of either drugs or alcohol will not be allowed onto the ATC, or, if already in class, will be removed. Time missed is subject to the ATC attendance/make-up time policy and may result in course failure.

Any student who believes he/she has 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, he/she immediately may return to class 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 B for further details on the program's drug/alcohol screening procedures.*

Smoking

The College's [Student Code of Conduct](#) also prohibits smoking or chewing tobacco on College property, except in designated smoking areas. The Aviation Technology Program also prohibits the use of e-cigarettes inside any part of the ATC, including on the aircraft parking ramp and in the mezzanine. The designated smoking area is clearly marked on ATC, between the hangar entrance and parking lot.

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, will be dismissed from the class and risks course failure.

Sleeping in Class

Any student sleeping during scheduled class hours will be dismissed for the rest of the class period; make-up time requirements will apply. After a second violation, the student will 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 the ATC only during scheduled class hours; unless their presence is arranged ahead of time. Students may enter the ATC up to 15 minutes before the start of class, and may remain in the ATC for up to 15 minutes after their final class. Students arriving any earlier or remaining any later than this timeframe must wait at the picnic tables or in the break room.

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 at pima.edu/code-of-conduct (the College's Student Code of Conduct. 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 will result in the student being dismissed from the class for the rest of the scheduled period; make-up time requirements will apply and the instructor has discretion to fail the student for the course.

College Computers & Tablets

Computers and tablets are available for use in support of assigned coursework. *Classroom computers are for instructor use only.*



A Boeing 727-200 taxiing into the ATC after being donated to PCC by FedEx.

Appendix A – Tooling Requirements

Basic Tool Kit

- 3/8" Drive set
 - 12pt & 6pt Standard 3/8"-3/4"
 - 12pt & 6pt Deep 3/8"-3/4"
- 1/4" Drive set
 - 12pt & 6pt Standard 1/4"-1/2"
 - 12pt & 6pt Deep 1/4"-1/2"
- Reversible ratchet drive 1/4", & 3/8"
- 1-1/2", 3", 6" Extensions for 1/4" & 3/8" drive sets
- U-Joint for 1/4" & 3/8" drive sets
- Combination wrench set (12pt combination)
 - 1/4"-1"
- Duckbill pliers
- Needle nose pliers
- Diagonal Cutters
- Adjustable wrenches
 - 8" & 12"
- Channel locks
- Screwdriver set
 - Philips head #0 x 2-1/2", #1 x 3", #2 x 4", #2 x 6", #2 Stubby
 - Slotted 1/8" x 2", 1/8" x 4", 3/16" x 6", 1/4" x 4", 1/4" Stubby

- Ball peen hammer 12oz
- 6" steel ruler: 32/64ths, 10/100ths on the other side
- Pick set
- Pin punch set
 - 1/16 (40), 1/8 (30), 5/32 (21), 3/16 (10), & 1/4
- Brass drift set
- Hex key set 1/16"-5/16"
- Ratcheting screwdriver or speed handle
- 1/4" Apex adapter
- Inspection mirror
- Drafting kit
- Pencil, pen, ultra-fine tip markers
- Flashlight
- Safety glasses
- Respirator with NIOSH certified organic vapor cartridge and particulate filter
- Tool bag (optional; recommended for use on maintenance stands)
- Rolling tool box

Advanced Tool Kit

The following are optional add-on items to the Basic Tool Kit. Items for Avionics and Structural Repair concentrations must be purchased before the start of those courses.

- Center punch 3/8" x 4-1/2"
- Metal snips, aircraft, left, straight, right cut (or left and right offset snips)
- 1 each file, 10" flat mill, single cut, bastard
- 1 each file 10" half round, double cut, bastard
- 1 each file, 8" rat tail
- File handle
- File cleaning brush
- Socket adapter 1/4" drive to 3/8"
- Socket adapter 3/8" drive to 1/4"
- 3/8" pneumatic drill
- 90" high speed grinder
- 1 each volt/ohm meter
- Head Lamp
- Stubby combination wrench set (12pt combination)

Avionics Tool Kit

- Small screwdriver set
- Small diagonal cutting pliers

- Small channel lock pliers
- X-ACTO® knife set
- Hex wrench set, fractional and metric
- Small file set
- Multi-meter
- RG58 stripping tool
- Cannon plug pliers
- Magnifying glass set
- Small paintbrush set (stiff bristles)
- Scissors

Structural Repair Tool Kit

- Drill motor 3/8" chuck (See Note 1)
- Rivet gun (4x)
- High-speed die grinder and 90 degrees (See Note 1)
- 90-degree drill
- Micro stop
- Cleco pliers
- Rivet sets, straight (3/32", 1/8", 5/32", 3/16", 7/32" & 1/4")
- Rivet set, flush
- Bucking bars, assorted (3 minimum)
- 1/4 drive ratchet for hi-loks
- Speed handle 3/8" drive with apex tip
- 2 each Vise-Grip "C" clamps (3" & 6")
- Dead Blow Hammer
- Drill stops (3/32", 1/8", 5/32", 3/16" and 1/4")
- Hand files, Mill & Vixen
- Rotary files (1/4", 1/2", 1" and cone)
- 12 each Clecos, 40, 30, 21, 10, 1/4
- 25 each spring clamp Clecos
- 3m Roloc Mandrels, 1", 2", 3"
- Old Man/Screw knocker

Note 1: Many of these tools may be purchased inexpensively; even the lowest quality tools may be used to gain employment. However, the PCC Aviation Technology Program recommends purchasing quality tools that will last many years.

Note 2: Specialized tools listed may not be allowed by the commercial aircraft industry. A faculty member should be consulted prior to their purchase.

Appendix B – 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 symptomology.

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 Academic Director of Aviation, and will be limited to 5 percent or less of the total aviation program enrollment. 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 Academic Director of the Aviation Technology Program 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; make-up time rules apply.
 - 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 (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.
7. The Academic Director of the Aviation Technology Program will inform the Dean of Applied Technology of the circumstances.
 - a. The student will be required to make an appointment with the Dean within 24 hours.
 - b. 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 Academic Director of the Aviation Technology Program and Dean of Applied Technology.
2. If the results indicate the presence of illegal drug(s), 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 Academic Director of the Aviation Technology Program 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 re-admission must have a repeat screening for drugs and/or alcohol immediately prior to re-admission.
 4. Students requesting re-admission 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 *will be permanently dismissed* from the program if he/she:
 - a. Has a positive result on the screening immediately prior to re-admission.
 - b. Has a positive result on a random screening.
 - c. Refuses 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 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.

Student Appeal

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 the [Student Code of Conduct Complaint Procedure](#).