

## **TRANSFER OF CREDIT GUIDE**

### **Transfer-In Credit Policy: Aviation Maintenance Training**

The school does not issue a graduation certificate or certificate of completion to a student unless s/he has completed all of the appropriate FAA Part 147 curriculum requirements. However, the school may grant individual course credit to a student with instruction or previous experience as follows:

1. The school may give credit to a student with instruction satisfactorily completed with a grade of "C" (70%) or better at:
  - a. An accredited university, college, community college;
  - b. An accredited vocational, technical, trade or high school;
  - c. A military school; or
  - d. An FAA Part 147 certificated aviation maintenance technician school.
2. The student must present a valid official transcript from the institution credit is being transferred from, identifying actual FAA Part 147 curriculum or syllabi indicating course content comparable to the FAA required curriculum. If the student transfers to SMAT from items b, c, or d in section 1 above, the student will be expected to validate the training through the submission of the approved FAA Form 8610-2.
3. A \$25 Administrative Fee will be assessed for this transcript review. Tuition and fees for transfer of credit will be assessed on a pro-rata basis with reduced tuition costs determined by the current average clock hour costs for the entire program. (Example: Reduction in costs = annual tuition or fees x [clock hours of credit/total clock hours]). Total clock hour credit is determined by the FAA approved training requirements and the President/CEO.
4. Students may transfer a maximum of 1150 clock hours in order to be eligible to receive a diploma and/or certificate of completion for any given program.
5. Transfer in students may receive no more than 100 clock hours of instruction for any given course.

### **Transfer-In Credit Policy: Aviation Flight Training Program**

*Private Pilot Evaluations* - Applicants to the program who possess a Private Pilot certificate will undergo knowledge and flight evaluations so that a tailored refresher and standardization course can be designed based on assessed levels of proficiency and acquired knowledge base. These evaluations are scheduled over a 3-day period, including at least 3 hours of ground instruction and 5 hours of flight in a Cessna 172. All students must be present in the orientation sessions at the beginning of the program, regardless of previous evaluation status and standardization needs.

A \$25 Administrative Fee will be assessed for this review and evaluation. Tuition and fees for transfer of credit will be assessed on the basis of the remaining courses required to complete the program. The assessed costs will be determined by the current tuition and flight rates for each course in effect at the time of transfer.

### **Transfer-Out**

An official transcript of course completions from SMAT with grade earned can be obtained for students requesting a transfer to other institutions. A \$25 administration and processing fee will be charged for producing an official transcript to a student, graduate or institution.