



Graduate Catalog Addendum 2017–2018

86-01 23rd Ave., Flushing, NY 11369 Tel: 718.429.6600 Fax: 718.429.0256 www.vaughn.edu Email: admitme@vaughn.edu

Vaughn College

of Aeronautics and Technology

Graduate Catalog Addendum 2017–2018

The addendum to the graduate catalog of Vaughn College of Aeronautics and Technology is prepared by the office of public affairs in consultation with other departments.

While every effort is made to provide accurate and current information, the College, at its sole discretion, reserves the right to change without notice, statements concerning policies, rules, requirements, procedures, courses, curricula, schedules, activities, tuition, fees and calendars of the College that are set forth in this catalog. Such changes can be of any nature, including, but not limited to, the modification, cancellation or elimination of programs, classes or activities.

Payment of tuition, registration or attendance at any class shall constitute a student's acceptance of the College's rights as set forth above. If you have questions or would like current information, please contact the office of admissions at 718.429.6600, ext. 118.

Vaughn College is committed to a policy of equal treatment and opportunity in every aspect of its relations with its students, faculty, staff, applicants and members of the larger community, including consideration for admission to the College and access to the College's programs, privileges, activities and services without regard to age, citizenship status, disability, marital status, national origin, race, religion, creed, veteran status, gender or sexual orientation.

Inquiries regarding the application of the equal-opportunity and non-discrimination policies and procedures at Vaughn College can be referred to the office of student affairs.

As with all annual publications, information is subject to change.

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TABLE OF CONTENTS

Academic Calendar 2017-2018	1
Enrollment Services	2
Entrance Requirements	2
International Student Applicants	2
Finances for International Students	3
Students with Disabilities	3
Costs and Financial Policies	4
Tuition	۷
Room and Board	۷
Fees	4
Summary of 2017-2018 Fee Schedule	4
Student Affairs	5
Non-Discrimination/Harassment	4
Locker Rental	4
New Course Offerings and Updated Descriptions	(
Academic Calendar 2018-2019	7
Board of Trustees	8
Administration and Staff	9
Academic Faculty	13
Aviation Training Institute Faculty	15
Directions to the Vaughn College Campus	16

* All dates are subject to change. Check the website: www.vaughn.edu.

FALL SEMESTER 2017

Registration	Mon., March 6, 2017 through Sat., September 2, 2017**
Labor Day Holiday	Mon., September 4
Classes Begin	Tues., September 5, 8 a.m.
Late Registration Begins (late fee will be imposed)	Tues., September 5
Tuition Payment Due	Tues., September 5
Program Adjustment Period (add/drop/change)	Tues., September 5 through Sat., September 16
Last Day to Register	Sat., September 16
Last Day to File for May 2018 Graduation	Fri., September 29
Columbus Day Holiday	Mon., October 9
Monday Schedule	Tues., October 10
Midterm Exam Period	Mon., October 16 through Sat., October 21
Last Day to Withdraw without Academic Penalty	Tues., November 7
Veterans Day Observed	Fri., November 10
Thanksgiving Recess	Wed., November 22 through Sun., November 26
Classes Resume	Mon., November 27, 8 a.m.
Classes End	Fri., December 15
Exam Period	Mon., December 18 through Fri., December 22
Spring/Summer 2017 Grade Change Deadline	Fri., December 22
Winter Recess	Sat., December 23 through Mon., January 15, 2018
SPRING SEMESTER 2018	

Registration	Mon., March 6, 2017 through Sat., January 13, 2018**
Dr. Martin Luther King Jr. Day Holiday	Mon., January 15
Classes Begin	Tues., January 16, 8 a.m.
Late Registration Begins (late fee will be imposed)	Tues., January 16
Tuition Payment Due	Tues., January 16
Program Adjustment Period (add/drop/change)	Tues., January 16 through Sat., January 27
Last Day to Register	Sat., January 27
Presidents Day Holiday	Mon., February 19
Monday Schedule	Tues., February 20
Midterm Exam Period	Mon., February 26 through Sat., March 3
Last Day to Withdraw without Academic Penalty	Tues., March 20
Spring Recess	Mon., March 19 through Sun., March 25
Classes Resume	Mon., March 26, 8 a.m.
Last Day to File for September 2018 Graduation	Fri., March 30
Classes End	Tues., May 1
Exam Period	Wed., May 2 through Tues., May 8
Fall 2017 Grade Change Deadline	Tues., May 8
Honors Convocation	Wed., May 9
Commencement	Sat., May 19

ACADEMIC SESSION I SUMMER 2018

Registration	Mon., March 6, 2017, through Fri., May 18, 2018**
Classes Begin	Mon., May 21, 8 a.m.
Late Registration Begins (late fee will be imposed)	Mon., May 21
Tuition Payment Due	Mon., May 21
Program Adjustment Period (add/drop/change)	Mon., May 21 through Wed., May 23
Last Day to Register	Wed., May 23
Memorial Day Holiday	Mon., May 28
Last Day to Withdraw without Academic Penalty	Mon., June 11
Classes End	Fri., June 29
Last Day to File for December 2018 Graduation	Fri., June 29
Summer Recess	Mon., July 2 through Sun., July 8

ACADEMIC SESSION II SUMMER 2018

Registration	Mon., March 6, 2017, through Fri., June 29, 2018**
Classes Begin	Mon., July 9, 8 a.m.
Late Registration Begins (late fee will be imposed)	Mon., July 9
Tuition Payment Due	Mon., July 9
Program Adjustment Period (add/drop/change)	Mon., July 9 through Wed., July 11
Last Day to Register	Wed., July 11
Last Day to Withdraw without Academic Penalty	Mon., July 30
Classes End	Fri August 17

^{**(}Early registration and/or online registration may be available by contacting academic advisement)

ADMISSIONS PROCEDURES

ENTRANCE REQUIREMENTS

Minimum requirements include: a high school diploma, General Equivalency Diploma (GED) or equivalent, and proficiency in English as determined by high school transcripts, Scholastic Aptitude Test (SAT), American College Test (ACT) or an English Language Proficiency Exam.

Prospective students who completed secondary education outside of the U.S. may present national school leaving certificates (including: CXC, GCE, "O" and "A" levels, Bagrut, Abitur, IB, Attestat, French Baccalaureat, etc.) for consideration. A NACES approval evaluation may be required to determinate a foreign credentials authenticity a equivalency in the U.S.

Academic and technical aptitudes are required in varying degrees for different programs. In general, bachelor of science (BS) and associate in applied science (AAS) courses depend upon academic abilities, and the associate in occupational studies (AOS) focuses more on technical aptitude. All BS applicants who have completed fewer than 24 post-secondary college or university credits must submit results of the SAT 1 reasoning exam or ACT exam. These results must be less than five years old.

Vaughn requires that all applicants take the Accuplacer Assessment Test, which is administered at the College, to determine course placement. (Students who received a score above 500 on the math and/or critical reading section of the SAT reasoning exam, or equivalent score on the ACT exam, are not required to sit for the placement test.) Transfer students with applicable college credit are also exempt from the Accuplacer, as are students in the Aviation Training Institute.

The Accuplacer Assessment Test is an approved Ability to Benefit (ATB) exam and is required for students who do not have a high school diploma or its equivalent from a United States high school and who are seeking financial aid awards under New York State's Tuition Assistance Program (TAP). Students subject to the ATB exam requirement will be notified by their admissions counselor and referred to the Student Success Center for administration.

College Transcripts

College transcripts are required of all applicants who are seeking transfer credit for work completed at another regionally accredited college or university. Official transcripts noting any coursework from each institution you attended must be filed with the office of admissions. Transfer students who have completed their education in the US and have earned in excess of 24 semester hours of credit following completion of the high school diploma are not required to submit high school transcripts, but must submit proof of high school graduation (in the form of a final high school transcript, diploma or GED certificate).

International students, or students who attended college outside the US must submit their transcripts for evaluation to any National Association of Credential Evaluation Services (NACES) approved organization. The evaluations must then be forwarded to the office of admissions. Only NACES approved organization evaluations of college-level credit will be accepted when considering college transfer credit. The evaluation agency must indicate that the institution has accreditation equivalent to that of institutions recognized as accredited by the United States Department of Education.

English-language translations are not sufficient.

INTERNATIONAL STUDENT APPLICANTS

International applicants should visit the international student section of Vaughn's website, www.vaughn.edu, to read and download the latest information and forms. The International Application Supplement and Instructions should be the first document you review.

Applicants who have completed their secondary education in other countries are required to submit NACES evaluated copies of their records, in English. A fluent use of English, both written and spoken, is required and must be substantiated in one of the following ways:

- 1. An English Proficiency Certificate from an acceptable agency (e.g., the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)).
- 2. The completion of the equivalent of four American secondary school units in formal English instruction.
- 3. Students transferring from other American institutions must submit credentials that describe the admissions action and their academic progress at that institution.

Vaughn College reserves the right to require a student educated in another country to complete additional instruction in English if his/her performance so indicates.

Citizens of other countries who plan to study under F-1 visa regulations may be accepted only for full-time study, must have sufficient financial resources to fund their education without working in the US and must comply with F-1 visa requirements. The American Consulate in the prospective student's home country should be contacted regarding financial assistance programs available through governmental agencies. The application for admission (with the required \$40 US fee), as well as the international application

supplement, is to be filed at least 90 days before the

start of the academic semester for which you are enrolling. The office of admissions will not review any international application submitted without the appropriate application fee.

FINANCES FOR INTERNATIONAL STUDENTS

All financial arrangements must be completed before departing for the US. Students who transfer to Vaughn from other institutions must file evidence of financial support directly with the admissions office.

An international student accepted for admission is required to submit a nonrefundable tuition deposit of \$600 US to reserve a place among the entering class. Once the affidavit of support and other proof of financial ability have been received, the College will issue a completed certificate of eligibility (Form I-20) to the student. This certificate must be presented to an American Consulate in order to obtain the student classification F visa.

First-year international students must pay tuition and fees in full by the first day of classes. In subsequent years, they are permitted to participate in the College's deferred payment plan. Students who fail to regularly meet their financial commitment after joining a payment plan will be immediately removed from the program.

Students with F visas who transfer from other American institutions should notify Vaughn's admissions office of this change upon applying. The College then will assist these students in processing the required government notification.

STUDENTS WITH DISABILITIES

While Vaughn does not make any preadmission inquiries about disabilities, applicants who require accommodations due to a disability are encouraged to confer with the admissions office after they receive notification of acceptance.

The Title 504 and Americans with Disabilities Act compliance officer at the College is the executive director of the student success center.

Graduate application \$75 per graduate application Graduate academic audit \$1035 per course Graduation fee \$100 per student Housing deposit \$125 per semester Immunization \$10 per shot New Student Fee \$160 ID fee \$10 per card Late payment \$75 per incident Late registration \$75 per incident Returned check fee \$50 per incident Matriculation maintenance \$150 per semester (max. two semesters) Program adjustment (add, drop, change of curriculum, etc.) \$10 per transaction Re-entry \$75 per application Transcript \$8 per transcript Tuition deposit \$200 per student International student tuition deposit \$400 per student Graduate tuition \$175 Strategic management simulation—MGT509 \$85 Master's statistics fee—MGT600 \$85 Master's statistics fee—MGT520 \$85	SUMMARY OF 2017-2018 GRADUATE FEE SCHEDULE	
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Master's thesis fee—MGT600 \$175 Strategic management simulation—MGT509 \$85 Master's statistics fee—MGT520 \$85	International student tuition deposit	
Strategic management simulation—MGT509 \$85 Master's statistics fee—MGT520 \$85		
Master's statistics fee—MGT520 \$85		
	Strategic management simulation—MGT509	\$85
		:
Graduate semester fee \$400 per semester	Graduate semester fee	\$400 per semester

Locker Rental \$20 for two semesters (fall and spring) \$15 for one semester (fall and spring) \$10 for both summer sessions

Residence Hall Room Rates

Single in a Two-Person Suite	\$6,180 per semester
Double in a Four-Person Suite	\$5,400 per semester
Triple Room Suite	\$4,735 per semester
Quadruple Room Suite	\$4,570 per semester

Meal Plans

Plan 1 (continuing students only)	\$880 per semester
Plan 2	\$1,200 per semester
Plan 3	\$1,650 per semester
Plan 4 (continuing students only)	\$595 per semester

Residential Fees

Key Replacement	\$10
Late Checkout	\$50 per hour beyond checkout date
Lockout	\$5 per incident
Lost or Broken Key	\$125 per core change
Housing Incident-Fine	Determined at discretion of residence director
Improper Checkout	Assessed in direct correlation to extent of

Improper Checkout Assessed damages

NON-DISCRIMINATION/HARASSMENT

Vaughn College is committed to maintaining an environment in its educational programs and activities that is free from discrimination, harassment, or retaliation. The College expects that all of its members will treat each other fairly and equitably, and without regard to differences. These standards encompass applicants, students, faculty, staff, visitors and vendors, and are to be observed by all members of the community with respect to all of the College's operations.

Consistent with this commitment, it is the policy of Vaughn College not to tolerate unlawful discrimination or harassment based on age, race, color, creed, ethnic origin, religion, national origin, citizenship status, sex, gender, gender expression, sexual orientation, marital or partnership status, pregnancy, disability, military or veteran status, predisposing genetic characteristics, domestic violence status, or for any other legally protected basis. Such behavior is unlawful and undermines the character and purpose of Vaughn College.

This policy is not intended to abridge academic freedom, the open expression of ideas, or the College's educational mission, and does not extend to statements or written materials that are relevant and appropriately related to the subject matter of courses.

Any individual or group that feels there may have been discrimination or harassment is strongly encouraged to ask for guidance or file a complaint. The College will take steps to achieve a prompt and equitable resolution of any complaints. The College has appointed the Interim Vice President of Student Affairs and the Associate Vice President of Human Resources as officials responsible for coordinating efforts with regard to nondiscrimination, including Title IX (gender discrimination and sexual misconduct), and Section 504 and the Americans with Disabilities Act (disability discrimination).

For more information about this policy, or to learn about the procedure for addressing violations of this policy, you may contact:

Mary Durkin, AVP of Human Resources at 718 429-6600 extension 105 or mary.durkin@vaughn.edu

The College's policies on harassment and discrimination are further defined in the Student Handbook, which is distributed to all students and is also available through the office of student affairs and the sexual and gender based misconduct policy both of which are available online.

LOCKER RENTAL

A limited number of lockers are available for rent from the office of student affairs. Students have the option to rent per semester or per academic year. Fees are \$15 per semester, \$20 for both the fall and spring semesters, \$15 for both summer sessions and \$35 for the entire year. For more information, contact the office of student services at 718.429.6600, ext. 221.

NEW COURSE OFFERINGS AND UPDATED COURSE DESCRIPTIONS

MGT560 – AVIATION LAW AND REGULATIONS – 3 credits

The course examines the initiation, formulation and implementation of aviation public policies and their effects upon the various segments of the industry—airports in particular. It introduces various regulatory issues related to scheduled air carriers, general aviation and airport operations. Air traffic control and international agreements are analyzed.

It introduces regulatory agencies such as the Federal Aviation Administration (FAA), the National Transportation Safety Board (NTSB) and the Transportation Security Administration (TSA) as well as domestic and international aviation organizations such as the International Civil Aviation Organization (ICAO).

MGT575 – AVIATION ENVIRONMENTAL ISSUES – 3 credits

This course is an in-depth study of the environmental concerns within the aviation industry and how policy and decision makers can implement

effective strategies toward compatibility between the aviation industry and its environment.

The course covers methods of managing the environmental effects of aviation. It presents various environmental issues faced by an airport, including legal and regulatory aspects, noise, pollution, weather and the ways that airport management can deal with various environmental situations ethically and profitably

* All dates are subject to change. Check the website: www.vaughn.edu.

FALL SEMESTER 2018

Registration	Mon., March 5, 2018 through Sat., September 2, 2018**
Labor Day Holiday	Mon., September 3
Classes Begin	Tues., September 4, 8 a.m.
Late Registration Begins (late fee will be imposed)	Tues., September 4
Tuition Payment Due	Tues., September 4
Program Adjustment Period (add/drop/change)	Tues., September 4 through Sat., September 15
Last Day to Register	Sat., September 15
Last Day to File for May 2019 Graduation	Mon., October 1
Columbus Day Holiday	Mon., October 8
Monday Schedule	Tues., October 9
Midterm Exam Period	Mon., October 15 through Sat., October 20
Last Day to Withdraw without Academic Penalty	Tues., November 6
Veterans Day	Sun., November 11
Thanksgiving Recess	Wed., November 21 through Sun., November 25
Classes Resume	Mon., November 26, 8 a.m.
Classes End	Fri., December 14
Exam Period	Mon., December 17 through Fri., December 21
Spring/Summer 2018 Grade Change Deadline	Fri., December 22
Winter Recess	Sat., December 24 through Mon., January 21, 2018
SPRING SEMESTER 2019	

Registration	Mon., March 5, 2018 through Sat., January 19, 2019**
Dr. Martin Luther King Jr. Day Holiday	Mon., January 21
Classes Begin	Tues., January 22, 8 a.m.
Late Registration Begins (late fee will be imposed)	Tues., January 22
Tuition Payment Due	Tues., January 22
Program Adjustment Period (add/drop/change)	Tues., January 22 through Sat., February 2
Last Day to Register	Sat., February 2
Presidents Day Holiday	Mon., February 18
Monday Schedule	Tues., February 19
Midterm Exam Period	Mon., February 25 through Sat., March 2
Last Day to Withdraw without Academic Penalty	Tues., March 26
Spring Recess	Mon., March 25 through Sun., March 30
Classes Resume	Mon., March 31, 8 a.m.
Last Day to File for September 2018 Graduation	Mon., March 31
Classes End	Tues., May 1
Exam Period	Wed., May 8 through Tues., May 14
Fall 2018 Grade Change Deadline	Tues., May 7
Honors Convocation	Wed., May 8
Commencement	Sat., May 18

ACADEMIC SESSION I SUMMER 2019

Mon., March 5, 2018, through Fri., May 17, 2019**
Mon., May 20, 8 a.m.
Mon., May 20
Mon., May 20
Mon., May 20 through Wed., May 22
Wed., May 22
Mon., May 27
Mon., June 10
Fri., June 28
Fri., June 28
Mon., July 1 through Sun., July 7

ACADEMIC SESSION II SUMMER 2019

^{**(}Early registration and/or online registration may be available by contacting academic advisement)

BOARD OF TRUSTEES

The Board of Trustees of Vaughn College of Aeronautics and Technology is the governing body of the College. Members are selected on the basis of their lifelong dedication to the vision and mission of the College, and for their contributions to society and the industry.

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BS, Vaughn College

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MS, Manhattan College

SEAN MANNING

Internship Coordinator

BS, SUNY Empire State College

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MA, University of Windsor PhD, University of Toronto

ALEXANDRIA PALUMBO

Administrative Assistant

BS, Fordham University

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and State University

DEBORAH BARI

Senior Administrative Assistant

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BA, University of Cape Town, South Africa

MPHIL, Columbia University

PhD, Columbia University

FAA Private Pilot Certificate

MORGAN STEWART

Administrative Assistant

BS, Goldey Beacon College

MBA, Goldey Beacon College

AVIATION DEPARTMENT

PETER RUSSO

Chair, Assistant Professor

BS, Manhattan College

PhD, Union Institure

AVIATION TRAINING INSTITUTE

DOMENIC PROSCIA

Vice President of Training

AAS, College of Aeronautics

BS, Thomas Edison State College

MA, Embry-Riddle Aeronautical University

FAA Airframe and Powerplant Certificate

FCC General Radio Telephone License

FREDERICK PARHAM

Associate Director of ATI

AOS, Vaughn College

AAS, SUNY Farmingdale

THOMAS BROSCHART

Professor, Quality Assurance Special Projects, ATI AAS, Academy of Aeronautics BT, College of Aeronautics MS, New York Institute of Technology FAA Airframe and Powerplant Certificate

DEBBIE SYPECK Administrative Assistant

LIBRARY DEPARTMENT

JO ANN JAYNE Librarian BA, Hunter College, CUNY

XIGANG ZHOU Assistant Librarian BA, East China Normal University, China MLIS, University of Hawaii

PAMELA SOOKRALLI Library Associate

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DIRECTIONS TO THE VAUGHN COLLEGE CAMPUS

By public transportation:

Take the E or F train to Roosevelt Avenue—Jackson Heights (express stop) or the No. 7 train to 74th Street—Broadway (local stop), then take the Q33 LaGuardia Airport bus to the College at 87th Street or the Q48 Marine Air Terminal bus from Main Street, Flushing.

The M60 bus is a local service between Morningside Heights, Manhattan and LaGuardia Airport, Queens. The bus leaves from Broadway and West 106th Street, proceeds north on Broadway and then east on 125th Street. It crosses the Robert F. Kennedy (Triborough) Bridge into Queens and stops across the street from the College on 23rd Avenue at 87th Street.

Visit these helpful websites: mta.info and hopstop.com

By automobile:

When using a GPS device, please enter Vaughn's address as:

8601 23rd Avenue East Elmhurst, NY 11369

From Brooklyn:

Take the Brooklyn-Queens Expressway to LaGuardia Airport Exit 39. Take Astoria Boulevard East to 85th Street, then turn left one block and right onto 23rd Avenue. Proceed to 90th Street, and make a left turn into the College.

From Long Island:

Via Grand Central Parkway westbound: Take LaGuardia Airport Exit 7—94th Street. Follow the long exit ramp, and make a left turn onto 94th Street. Proceed to top of the hill, which is 23rd Avenue. Make a right on 23rd Avenue to the College at 90th Street.

From Manhattan:

Via Grand Central Parkway eastbound: Take LaGuardia Airport Exit 6—94th Street. Stay in the right lane, and make a right turn onto 94th Street. Proceed to the top of the hill, which is 23rd Avenue. Make a right on 23rd Avenue to the College at 90th Street.

From New Jersey and Points South:

Head northeast on I-95 north (partial toll road) entering New York. Take Exit 1C-3 to merge onto I-87 South/Major Deegan Expressway toward Queens. Take the exit onto I-278 toward Queens/Triborough Bridge/Manhattan (partial toll road). Continue east on Grand Central Parkway (signs for Grand Central Parkway East/LaGuardia Airport). Take Exit 6 toward 94th Street. Merge onto Ditmars Boulevard. Turn right at 94th Street. Turn right at 23rd Avenue to the College at 90th Street.

From Upstate New York and Points North:

Head south on I-87/New York State Thruway south (partial toll road). Take Exit 13S for Palisades Parkway south toward New Jersey. Merge onto Palisades Interstate Parkway south entering New Jersey. Take the exit toward the George Washington Bridge (partial toll road). Merge onto I-95 North/US-1 North entering New York. Take Exit 1C-3 to merge onto I-87 S/Major Deegan Expressway toward Queens. Take the exit onto I-278 toward Queens/Triborough Bridge/Manhattan (partial toll road). Continue east on Grand Central Parkway (signs for Grand Central Parkway East/LaGuardia Airport). Take Exit 6 toward 94th Street. Merge onto Ditmars Boulevard. Turn right at 94th Street. Turn right at 23rd Avenue to the College at 90th Street.