

# Vaughn College

of aeronautics and technology



## Graduate Catalog 2018–2020

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**Vaughn College**  
**of Aeronautics and Technology**

**Graduate Catalog 2018–2020**

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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## INTRODUCTION TO VAUGHN COLLEGE

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### BRIEF HISTORY

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In 1932, Charles S. “Casey” Jones, a pioneer aviator and aviation company executive, foresaw the need for highly trained technicians to design, build and service aircraft and engines. George A. Vaughn Jr., a World War I flying ace, and Lee D. Warrender, an engineer, joined with Jones in establishing the Casey Jones School of Aeronautics, the predecessor of the Academy of Aeronautics, and in September 1986, the College of Aeronautics.

From 1932 through 1947, the school offered design and maintenance programs, graduating well-trained technicians, many of whom went on to secure leadership positions in the aviation and aerospace industries.

From 1941 to 1945, the Casey Jones School of Aeronautics devoted its resources to the nation’s war effort. During World War II, more than 20,000 technicians were trained for the armed forces.

In fall 1964, the Academy of Aeronautics conferred associate in applied science degrees for the first time, and, in 1969, the Academy was accredited by the Middle States Association of Colleges and Schools.

In 1996, the College completely revised its curricula, resulting in nine new academic programs, including for the first time the bachelor of science and an associate degree in flight.

On May 5, 1998, a state-of-the-art, 35,000-square-foot-addition to the building complex was completed. It includes a 65-foot observation tower, providing a spectacular view of the runways at LaGuardia Airport.

In fall 2001, the College created the Aviation Training Institute, from which the aviation maintenance certificate program is offered. It enables students to earn their airframe and powerplant (A&P) certificate in as few as 16 months. Details about the program, along with its major benefits, appear on page 110.

Effective September 1, 2004, the Board of Regents of the state of New York approved the institution changing its name from the College of Aeronautics to Vaughn College of Aeronautics and Technology. Vaughn is a four-year, private institution with bachelor and

associate degrees in engineering and technology, aviation and management.

In fall 2007, Vaughn opened its first residence hall with 200 beds. New improvement plans include a new cafeteria, additional degree programs and certificates, and other improvements and additions to the main campus and ATI building. This vision calls for us to provide students with an enriching experience both inside and outside the classroom.

In spring 2008, Vaughn offered its first master of science in airport management—another step forward in implementing Vaughn’s strategic agenda.

What separates Vaughn College from other institutions is our uniquely committed faculty who come to the classroom with extensive experience in such fields as engineering, manufacturing, management and communications.

Working closely with the industries we serve, Vaughn has developed rigorous curricula that incorporate the latest technology as well as the knowledge you need to succeed in your chosen profession.

We provide traditional degrees as well as professional, technical and certification programs that prepare our graduates for successful careers. Most importantly, a degree from Vaughn College provides the critical, analytical and communication skills that form the foundation for a lifetime of success. Our graduates have gone on to become leaders in many major industries. More than 97 percent of our graduates are employed or continue their education, 82 percent in their field of study, within one year of graduation.

## VISION AND MISSION

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### VISION STATEMENT

To change the world one student at a time with a transformational education that creates a lifetime of opportunity.

### MISSION STATEMENT

Vaughn College of Aeronautics and Technology is dedicated to providing a dynamic learning environment built on our aeronautical heritage that inspires a diverse and committed community of students to achieve success as leaders in the industries we serve.

### CORE VALUES

1. **Demonstrate Integrity:** We pursue our mission following the highest standards of excellence, ethics and mutual trust, and expect everyone to be accountable for their decisions and actions.
2. **Embrace Diversity:** By respecting diversity in all its dimensions, we foster a community that invites and is inclusive of everyone.
3. **Practice Collaboration:** Our culture is driven by a commitment to shared governance, teamwork, communication and collaboration within the institution and in partnership with outside entities.
4. **Achieve Impact:** We are dedicated to providing students an educational experience that will transform their lives and to creating a learning environment for trustees, faculty and staff that nurtures a passion for student success.
5. **Choose Courage:** Leveraging our pioneering aeronautical heritage, we choose to be bold in our decision-making, challenge the status quo, and generate opportunity for future generations.

## CAMPUS LOCATION

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Vaughn College of Aeronautics and Technology is located at 86-01 23rd Ave., Flushing, NY 11369. Located in the New York City borough of Queens, the College offers many opportunities to network with an array of technology and aviation companies.

Vaughn College has a six-acre campus and is convenient to major transportation routes. As part of the institution's strategic plan, a 200-bed residential hall has been built, enabling students to live and pursue their chosen fields of study on campus.

## DISTANCE LEARNING

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Vaughn College utilizes online learning technology to deliver some of its graduate-level courses. This unique approach to learning is specifically designed to meet the needs of adults employed in aviation and other related industries.

Visit our website, [www.vaughn.edu](http://www.vaughn.edu), for further details, or contact the admissions office at 1.866.682.8446, ext. 118.

### A Blended Learning Experience

Vaughn maintains partnerships with companies that provide educational benefits to their employees. These students participate through the use of blended courses that combines video and web conferencing, and the online classroom.

### Online Courses for On-Campus Students

Many students want the experience of taking some of their courses online to complement their work schedules. On-campus students at Vaughn can participate in online classes to complete requirements for their degree programs. Many of the graduate courses are available online and delivered through our web-based learning management system. Several arts and sciences and other elective courses are also available. Students enrolled in an on-campus degree program cannot take more than 50 percent of their curriculum in an online/distance-learning class format.

### Online/Distance Learning Credit Policy

Specific policies regarding the pursuit of the graduate degree through online learning will apply. Contact the chair of the management program for more details.

### Guidelines for Identity Verification in Distance Learning

**Ensuring Student Identity Verification**  
Vaughn College students that register for online classes have a secure ID and password assigned to them by the College that is in compliance with FERPA guidelines. Access to online classes is controlled by the use of the secure ID and password combination. Students present at the College may change their password by logging in to the Vaughn domain with a campus computer; remote students must contact our system administrator to do so.

All credit bearing courses and programs offered through distance learning modalities at Vaughn College verify that a student who registers for a distance learning course or program is the same student who participates in and completes the



course or program and receives academic credit through the use of secure login and password.

Students are responsible for providing complete and accurate information in our identity verification process in accordance with the Student Standard of Conduct as outlined in the Student Handbook administered by the Office of Student Affairs.

### **Protection of Privacy**

The methods and procedures for ensuring student identity in distance learning courses and programs also protect the privacy of personal student information.

The privacy of students who enroll in online courses at Vaughn College is protected under the College's policies regarding student privacy, confidentiality and FERPA rules. These policies are published in the Student handbook and on the College's website. <https://www.vaughn.edu/wp-content/uploads/2016/05/FERPA.pdf>

All users of the College's online LMS, learning management system, are responsible for maintaining the security of user names and passwords. Access credentials may not be shared for any reason or given to anyone other than the user to whom they were assigned. Users are responsible for all uses of their online account. Users are held responsible for knowledge of the information contained within the most recent Student Handbook, including the statement on proper use and handling of the College's technology. Failure to read the guidelines, requirements and regulations does not exempt the user from responsibility.

### **Fees Associated with Student Identity Verification**

There are currently no fees for maintaining the student identity verification process at Vaughn College. Should such fees be applied, students will be notified of the additional fees prior to and during the registration process.

Any such fees will also be posted in the College catalog and college website.

### **Unit Responsible for Verification**

The office of Academic Affairs is responsible for the oversight of the student verification process and procedures. College wide compliance is expected within the provision of this practice and department chairs are informed of any and all changes as they are implemented.

Academic chairs are expected to ensure that faculty in their department are aware of the policies and that they remain in compliance. Online course instructors are also responsible to ensure their individual courses comply. The Vice President of Academic Affairs may address non-compliance

through performance reviews and other measures as appropriate.

### **Related College Policies:**

Proper Use and Handling of the College's Technology Standards of Student Conduct – Student Handbook

## **FLIGHT SIMULATOR CENTER**

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Vaughn's \$1 million flight simulator center includes a Frasca 241, two Redbirds and one CRJ-700 Canadair regional jet trainer. The Redbird FMX is a high-quality, state-of-the-art advanced air training device with an FMX motion platform that manipulates your sense of balance by also simulating 40-degree roll, 50-degree pitch and 60-degree yaw motions. Redbirds have six monitors dedicated to external views for practicing maneuvers. These simulators can be reconfigured to represent most of the airplanes in a training fleet. The advanced software allows the instructor to monitor and control weather conditions and equipment failures. The Redbird has a vast terrain and airport database as well as a unique pilot key system. In addition to the interior controls, adjustable pilot and co-pilot seats and instrument panel lighting, the Redbird's capabilities can be further expanded with additional instrument controls, autopilot buttons, aircraft check lists, and indicators for air speed and altitude monitoring. Currently, Vaughn College's Redbirds can be used in the following training configurations: Cessna 172, steamage and glass cockpit, Piper Seneca and Beechcraft Baron. An additional simulator, a Frasca 241, envelops students in 220 degrees of Tru-Vision Global™ flight. This flight-training device is configured to represent a single-engine Cessna 172 with the Garmin 1000 advanced avionics. These new simulators allow students to practice takeoffs, landings and other flight maneuvers. All four simulators will increase the amount of training each flight student will receive. The Paradigm Regional Jet Trainer offers a precise replica of a CRJ-700 cockpit. A fully enclosed flight deck and 220-degree wraparound visuals immerse a pilot in the training environment.

## **HANGAR COMPLEX**

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The hangar complex provides a realistic aviation setting for students to perform hands-on maintenance on a variety of aircraft. The present fleet comprises twin-engine business jets and several twin- and single-engine general aviation aircraft. Turbojet and turboprop aircraft engine theory of operation is further enhanced by the inclusion of three jet engine test cells. The hangar facility is also equipped with welding, paint booths, and composite laboratories that are specifically designed to offer hands-on courses in aircraft structures.



## **INFORMATION TECHNOLOGY SERVICES**

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Vaughn College has invested significant resources in its computing infrastructure. Network access to computing labs, classrooms, faculty offices and student housing is provided via a high-speed, fiber-optic network backbone, with secure wireless access available in many academic and all residential locations.

All campus computer labs are equipped with state-of-the-art HP computers running Microsoft Office-2010 Professional edition and many other industry-standard software programs. These computer labs are used for teaching and learning during the day and are available for general student use during non-class hours. All labs are also equipped with high-speed laser printers.

In addition to providing well-connected academic and residential facilities, Vaughn College has also invested heavily in modern instructional technology. Twelve classrooms have been equipped with large-screen computer and video projection equipment. While this audio-visual equipment is used to present course content in a digital format in the classroom, the College also provides digital access to course content outside of the classroom using an online learning management system. Both of these technologies serve to augment the traditional classroom-based learning approach.

Registered students also have access to student information through the “Vaughn Portal” at [www.vaughn.edu](http://www.vaughn.edu). The portal provides customizable information, a daily campus calendar as well as news and information.

## **THE FEDERAL AVIATION ADMINISTRATION (FAA)- AUTHORIZED COMPUTER TEST CENTER**

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The FAA-Authorized Computer Test Center at Vaughn provides all written examinations offered by the FAA. The Center has eight computer stations available and is capable of handling either same-day registration or testing by appointment. In addition, the written Federal Communications Commission (FCC) commercial license examination, as well as many computer company certification tests can be taken at the center.

### **TEST CENTER HOURS:**

Monday, Wednesday and Friday  
9 a.m. to 5 p.m.

## **LIBRARY**

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Vaughn’s library offers extensive general, technical, resource and periodical material. The real and virtual resources include books, periodicals, journals, DVDs and research databases.

The available research databases contain full-text periodicals, journals and newspapers. In addition, the library has an extensive collection of full-text online books.

All faculty, staff and students can access these databases by using a Vaughn email login and password. Vaughn email accounts are assigned by the IT department. Personal computers are available for student use in the library area. There are also four virtual flight simulator stations.

### **FALL AND SPRING LIBRARY HOURS:**

#### **Monday and Tuesday**

7:30 a.m. to 11 p.m.

#### **Wednesday and Thursday**

7:30 a.m. to 9 p.m.

#### **Friday**

7:30 a.m. to 6 p.m.

#### **Saturday**

8 a.m. to 5 p.m.

#### **Sunday**

12 p.m. to 5 p.m.

### **SUMMER LIBRARY HOURS**

#### **Monday through Thursday**

7:30 a.m. to 7 p.m.

#### **Fridays**

7:30 a.m. to 4 p.m.

#### **Saturday and Sunday**

10 a.m. to 2 p.m.

## **TEACHING AND LEARNING CENTER**

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The Teaching and Learning Center (TLC) offers a variety of helpful programs, including peer tutoring, supplemental instruction, computer-aided instruction, mini-lectures, audio/video instructional library and workshops, as well as a quiet area to study.

The Teaching and Learning Center also houses the Academic Resource Center (ARC), the Student Success Center (SSC), the Writing Center and Language Lab.

For detailed information on these programs and other resources, see page 34.

# ENROLLMENT SERVICES

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## ADMISSIONS

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Vaughn College of Aeronautics and Technology offers an equal educational opportunity to all students without regard to age, citizenship status, color, disability, marital status, national origin, race, religion, creed, veteran status, gender or sexual orientation.

Applications for fall admission to the master of science program are due no later than March 1.

Applications received after March 1 will be reviewed on a space-available basis. Transfer student applications and all applications for January and May admissions are considered on a rolling basis. Applicants for admission must provide:

- Vaughn College graduate admissions application
- An official copy of college transcripts
- Immunization records
- GMAT or GRE scores
- Three letters of recommendation

Success in Vaughn's programs depends to a large extent upon the student's commitment and eagerness to learn. The admissions and placement procedures are designed to assist each student in choosing the course that suits his or her abilities and level of preparedness.

The admissions counseling staff is available to provide up-to-date advisement to applicants. Each applicant is evaluated individually and is kept informed about his or her status by admission status notices, which are issued as changes occur. For more information, contact the office of admissions at 1.866.682.8446, ext. 118.

## ENTRANCE REQUIREMENTS

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- Bachelor's degree with minimum grade point average of 2.8
- Undergraduate-level mathematics, including calculus, with a grade of C or better
- Undergraduate-level English with a grade of C or better
- Three letters of recommendation
- Graduate Management Admission Test, minimum score of 590 or Graduate Record Examination (General Test), minimum score of 550 (verbal) and 700 (quantitative). Students for whom English is not the primary language of instruction must attain a category of high or good on the Test of English as a Foreign Language (TOEFL) or equivalent
- An essay no longer than 300 words describing the students' professional aspirations

### Conditional Admissions

An applicant who shows promise for advanced study but who has not met the academic requirements for admission to a graduate program may be admitted on a provisional basis. A student admitted on this basis is given the opportunity to meet the required academic criteria established by the department while pursuing no more than 12 graduate credits. A student who fails to meet the academic requirements cannot pursue further coursework in the degree program.

### Interviews

While personal interviews with the offices of graduate admissions and financial aid are not required for admission, they are strongly recommended.

## ADMISSIONS PROCEDURES

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### APPLICATION STATUS

You may apply for admission as a first-time graduate student or with one of the following application statuses, and choose to enroll as a full- or part-time student.

### Transfer Applicants

Students, domestic or international, who have completed post-graduate coursework at an accredited college or university, within or outside the US, may apply for the fall, spring or summer semester. No more than six transfer credits will be permitted.

### Applicants for Readmission

Vaughn College students who have not been in attendance for one semester or more are required to apply for readmission if they don't maintain matriculation. They will be expected to state their reasons for leaving the College, and explain why they wish to return. Official transcripts of graduate-level courses taken during this period of absence from Vaughn must be submitted with the application for readmission. This application is available in the office of the registrar. Students may apply for the fall, spring or summer semester.

### Application Fee

A \$75 nonrefundable fee, payable to Vaughn College in the form of a personal bank check, money order, cash or credit card, is required of each graduate applicant. Cash, check or credit card payments may be made in person. Credit card payments may also be made via telephone or online at [www.vaughn.edu](http://www.vaughn.edu).

## TRANSCRIPTS

### College Transcripts

College transcripts are required of all applicants. Official transcripts noting any coursework from each institution you attended must be filed with the office of admissions.

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 WES 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.

### Standardized Tests

Official results of the Graduate Management Admission Test, minimum score of 590 or Graduate Record Examination (General Test), minimum score of 153 (verbal) and 153 (quantitative) are required.

## INTERNATIONAL STUDENT APPLICANTS

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International applicants should visit the international student section of Vaughn's website — [www.vaughn.edu](http://www.vaughn.edu) — to read and download the latest information and forms.

Applicants who have completed their undergraduate education in other countries are requested to submit certified copies of their records, translated into English. Fluent in 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).
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 \$75 US fee), as well as the international application supplement, is to be filed at least 90 days before the start of the academic semester. The office of admissions will not review any international application submitted without the appropriate application fee.

### TOEFL

Official results of the Test of English as a Foreign Language (TOEFL) must be submitted by all applicants from countries where English is not the official language of instruction. A minimum score of 560 on the paper exam, 220 on the computerized exam or 83 on the Internet-based exam is required.

### International Applicants' Affidavit of Support

To receive an I-20 form issued by the College, international students must provide a duly signed and notarized Affidavit of Support that shows there is adequate financial support (\$34,000 per annum) to finance your education at Vaughn. This affidavit of support is part of the international application supplement. Students who will receive an offer of free room and board must follow the instructions listed in the College's international application supplement. For up-to-date, detailed information regarding acceptable proof of a student's or sponsor's ability to contribute financial support, consult Vaughn College's international application supplement available on our institution's admissions website.

## FINANCES FOR INTERNATIONAL STUDENTS

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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.

## **VETERAN APPLICANTS**

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All courses at the College are approved for educational benefits to eligible veterans. The financial aid office will assist veterans in preparing the documents required to obtain financial assistance.

Educational benefits are available at the College to eligible children of deceased or disabled veterans and to survivors of veterans.

## **STUDENTS WITH DISABILITIES**

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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.

## FINANCIAL AID INFORMATION

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Vaughn College provides graduate financial aid assistance, which may include graduate assistantships, grants, loans and work-study to students with strong academic records and/or demonstrated need. Counseling and assistance are available at the financial aid office. Financial information is kept confidential to the extent possible.

Vaughn College strongly recommends that graduate students interested in applying for financial aid submit the Free Application for Federal Student Aid (FAFSA) by March 15 for maximum consideration of all financial aid programs at the College. The FAFSA on the web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) is available starting January 1 of each year.

If you are a current student and completed a previous year's FAFSA, you can save time when renewing your FAFSA application online by answering "yes" to the question, "Would you like to pre-fill your FAFSA?"

Graduate students will receive an email message beginning in mid to late June or after their FAFSA information is received (whichever is later) notifying them of their financial aid awards, grants or Federal Direct loan eligibility.

### THE FINANCIAL AID PROCESS

The first step in the financial aid process is filing the Free Application for Federal Student Aid (FAFSA). Applications should be filed as soon as possible, as processing can take up to eight weeks. Financial aid advisers are available to assist you in making the process as simple as possible. You can visit the financial aid office for help with completing forms or to develop a plan to help you pay for college. For more information on financial aid, call 866.6VAUGHN, ext. 100.

### GRADUATE ASSISTANTSHIPS

Each semester, Vaughn College offers a limited number of graduate assistantships to students who are enrolled full time in Vaughn's Master of Science (MS) program in airport management.

The assistantships offer graduate students enrolled in a full-time course of study an opportunity to live on campus in Vaughn's residence hall. Students must maintain a minimum grade point average of 3.0 and work a minimum of 10 hours per week in one of several administrative or academic on-campus offices. Graduate assistantships are awarded on a semester basis and correspond with the length of each student's aca-

ademic program of study. Students will be sent an assistantship application once they are accepted (including conditional acceptance) to the program. For more information, contact David Sookdeo, senior associate director of admissions, at 718.429.6600, ext. 192, or email him at [david.sookdeo@vaughn.edu](mailto:david.sookdeo@vaughn.edu).

### FEDERAL DIRECT LOAN PROGRAM

A Federal Unsubsidized Direct loan is available to help meet financial need after other resources are subtracted or to the annual maximum loan limit, whichever is lower. The interest rate for a Federal Direct loan is an annual variable rate adjusted each July 1, based on the 91-day Treasury bill.

Effective for periods of enrollment beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Direct Subsidized Loans. The \$65,500 subsidized aggregate loan limit for graduate or professional students includes subsidized loans that a graduate or professional student may have received for periods of enrollment that began before July 1, 2012, or for prior undergraduate study.

In-school deferments are possible for unsubsidized loans. For further information and deferment forms, the student should contact the Department of Education or log on to [www.StudentLoans.gov](http://www.StudentLoans.gov).

To apply for a Federal Direct (unsubsidized) loan, you must complete the FAFSA. To be eligible, you must be enrolled for at least six credits per semester and be maintaining satisfactory academic progress. If you are eligible for a Federal Direct (unsubsidized) loan, it will be included in your financial aid award letter.

If you are a first-time borrower of a Federal Direct loan, you will be required to complete a master promissory note (MPN) before the loan funds will be disbursed. In most cases, you will be required to complete only one MPN during your college career. You can complete the MPN online by logging onto [www.StudentLoans.gov](http://www.StudentLoans.gov) and using your federal student aid PIN by selecting the complete eMPN for Student Loans option. If you prefer to sign a paper MPN, you can request one from Vaughn's financial aid office. Please note that an electronic MPN usually processes in less than two days, while a paper MPN will take three to four weeks to process.



**Here are the interest rates for loans first disbursed between July 1, 2014, and June 30, 2015.**

	Graduate Students
Direct Subsidized Loans	N/A
Direct Unsubsidized Loans	6.21%
Direct Grad PLUS Loans	7.21%

The total loan limit is \$138,500 for graduate or professional students, and no more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

**Graduated or Professional Loan Limits**

	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
Graduate and Professional Students	\$8,500	\$12,000	\$20,500
Loan Limits for Graduate and Professional Students	\$85,500 (including undergraduate Stafford loans)	\$73,000	\$138,500

**LOAN ENTRANCE COUNSELING**

Before the financial aid office can disburse your loan funds, you are required\* to complete a loan entrance counseling session. This session provides you with information that will help you to understand your rights and responsibilities as a borrower, as well as other tools to assist you with managing your loans. The loan entrance counseling session can be completed by logging onto [www.StudentLoans.gov](http://www.StudentLoans.gov).

*\*Please note that this requirement is separate from completing the Master Promissory Note.*

**Federal Direct Graduate PLUS Loan**

The Federal Direct Graduate PLUS loan is a federal loan that enables graduate students with good credit histories to borrow for their educational expenses if they are enrolled in at least six credits

per semester and are maintaining satisfactory academic progress.

A graduate student can borrow up to the total cost of attendance, less all other financial aid received by the student. The interest rate is a fixed rate, which is charged on the loan from the time the loan funds are disbursed until it is paid in full.

To apply for a Federal Direct Graduate PLUS loan, you need to:

- Apply for a Federal Student Aid PIN, also used to sign the Free Application for Federal Student Aid (FAFSA).
- Complete the Free Application for Federal Student Aid (FAFSA) for the appropriate year

Results of the credit check are mailed to you and electronically transmitted to the College. If your loan is denied for credit, you will also receive an endorser form, which will enable you to obtain a co-signer for the Graduate PLUS loan. Sign the master promissory note (MPN) on the Direct Loan website by logging onto [www.dl.ed.gov](http://www.dl.ed.gov) and choosing the “Complete My e-MPN for Student Loans” option. This is a one-time action and can be taken before or after the result of the credit check is obtained.

A Grad PLUS loan applicant has an adverse credit history if, in addition to other conditions (e.g., bankruptcy, foreclosure, tax lien, or a default determination) the applicant has one or more debts that:

- Are 90 or more days delinquent;
- Are in collection or have been charged off during the two years preceding the date of the applicant’s credit report; and
- The total combined outstanding balance of those debts is greater than \$2,085.

Borrowers whose Direct PLUS Loan credit checks are processed on or after March 29, 2015 and who are denied based on an adverse credit history can secure an approved endorser. The endorser is subject to, and must pass, the same credit check as the applicant or the borrower can successfully appeal on extenuating circumstances. In both cases, the applicant will be REQUIRED to complete PLUS Counseling. PLUS Counseling MUST be completed before disbursement of the Direct PLUS Loan funds. A completed PLUS Counseling session remains valid for the duration of the associated credit check

PLUS Counseling is a distinct and unique counseling module. PLUS Counseling is NOT Entrance Counseling and does not fulfill the Entrance

Counseling requirement for first-time Graduate/Professional Students. Some first-time Graduate/Professional students will be required to complete both Counseling sessions. PLUS Counseling is provided ONLY via the StudentLoans.gov (SLG) website Vaughn College is NOT responsible for providing PLUS Counseling.

Results of the credit check are mailed to you and electronically transmitted to the College. If your loan is denied for credit, you will also receive an endorser form, which will enable you to obtain a co-signer for the Graduate PLUS loan. Sign the master promissory note (MPN), on the Direct Loan website, by logging onto [www.StudentLoans.gov](http://www.StudentLoans.gov) and choosing the "Complete My e-MPN for Student Loans" option. This is a one-time action and can be taken before or after the result of the credit check is obtained.

The Graduate PLUS loan will appear on your award letter and/or bill when (1) the credit check is complete and (2) the MPN is signed. You are encouraged to review your tuition bill prior to applying for a Federal Graduate Direct PLUS loan to determine the loan amount to borrow. By law, the total origination fee is 4.0 percent; therefore, graduate and professional degree students need to take this net 4.0 percent fee into consideration when determining the gross amount to borrow.

If you prefer to sign a paper MPN, you can request one from Vaughn's financial aid office. Please note that an electronic MPN usually processes in less than two days, while a paper MPN will take three to four weeks to process. If you are experiencing technical difficulty signing the master promissory note online at

[www.StudentLoans.gov](http://www.StudentLoans.gov), please contact the Department of Education's customer center for borrowers, toll free at 1.800.433.3243.

### **PRIVATE ALTERNATIVE LOANS**

Private alternative loans originate outside of the College and require a separate application. Private loans offered through commercial lenders are approved according to the family's ability to repay the loan. Private loans are available to the student. Amounts, interest rates, repayment terms and application procedures vary according to the individual loan program. Before considering a private loan, students should be certain they understand their rights and responsibilities under the loan program, including how interest is assessed, when repayment begins and what repayment options are available. The following website can be used to compare private loan interest rates and options: <http://www.privatestudentloans.com/>

### **STUDENTS WHO ARE DENIED LOANS**

If you have been denied a loan, please keep in mind that multiple loan applications can negatively affect your credit report. Before you apply through a second or third lender, determine why you were denied by the first lender. Contact the lender and ask the following questions:

- Did my credit history negatively affect the application?
- Did the cosigner's credit history negatively affect the application?
- Is there something on my credit report (or on my cosigner's) that can be easily corrected?
- Is there a possibility that I could be approved with a different cosigner?

Get a copy of your credit report, available at [annualcreditreport.com](http://annualcreditreport.com), to review your credit information.

### **VETERANS' EDUCATIONAL BENEFITS**

Applications are available at Vaughn, all Veterans Affairs offices and active-duty stations. For more information and applications, please consult with Ida Chan, the College's veterans affairs liaison and assistant manager of student accounts, at 1.866.6VAUGHN, ext. 124. Her email address is [ida.chan@vaughn.edu](mailto:ida.chan@vaughn.edu).

### **GI BILL**

The GI bill is available to veterans with at least 181 days of continuous active-duty service, any part of which occurred after January 31, 1955, and before January 1, 1977. Applications are available at Vaughn, all Veterans Affairs offices, active-duty stations and American embassies.

### **TUITION AWARDS FOR VIETNAM VETERANS**

Eligibility requirements:

1. Residency in New York state on the effective date of the law at the time of entry into service and resumption of residency by September 1, 1987
2. Service in the US Armed Forces in Indochina between January 1, 1963, and May 7, 1975
3. Discharge under other than dishonorable conditions

Full-time awards of \$1,000 per semester are for up to eight semesters for a four-year program or 10 semesters if a program normally requires five years.

Part-time awards of \$500 per semester are for students taking six to 11 credits per semester or the equivalent in an approved undergraduate program. Awards are available for 16 semesters (eight years) or 20 semesters (10 years) for programs normally requiring five years of full-time study.



## **PERSIAN GULF VETERANS TUITION AWARDS**

Eligibility requirements are the same as above for veterans who have served in the US Armed Forces in the hostilities that occurred in the Persian Gulf beginning August 2, 1990.

## **YELLOW RIBBON PROGRAM**

Only Veterans entitled to the maximum benefit rate, as determined by service requirements, or their designated transferrer may receive this funding. Active duty Service members and their spouses are not eligible for this program. Child transferee of active duty Service members may be eligible if the Service member is qualified at the 100 percent rate and may receive this funding if they meet one or more of the following requirements:

1. Have served an aggregate period of active duty after September 10, 2001, of at least 36 months.
2. Were honorably discharged from active duty for a service-connected disability and had served 30 continuous days after September 10, 2001.
3. Are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran's service under the eligibility criteria listed above.

## **POST-9/11 GI BILL**

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

This bill became effective on August 1, 2009. The amount of support that an individual can qualify for depends on where he or she lives and what type of degree is being pursued.

Approved training includes graduate and undergraduate degrees and vocational/technical training. All training programs must be offered by an institution of higher learning and approved for GI benefits. Tutorial assistance and licensing and certification test reimbursement are also approved under this bill.

The Post-9/11 GI Bill expands the number of people who qualify for education support from the Department of Veterans Affairs. Visit [www.gibill.va.gov](http://www.gibill.va.gov) to learn more about this bill.

## **SATISFACTORY PROGRESS STANDARD FOR TITLE IV FEDERAL STUDENT ASSISTANCE**

Satisfactory Academic Progress (SAP) is defined as the successful completion of coursework toward an eligible certificate or degree. Federal regulations require the Office of Student Financial Aid to monitor the academic progress of students

receiving financial aid.

## **SAP STANDARDS:**

- apply to undergraduate and graduate students who wish to establish or maintain financial aid eligibility,
- apply to a student's entire academic record, whether or not financial aid was received for prior terms of enrollment,
- include a minimum grade point average, minimum pace requirement, and total number of semester hours earned and/or semesters enrolled, and
- do not apply to students enrolled in the College's eligible certificate programs whose academic progress is monitored by the programs.

## **SAP ELIGIBILITY REVIEW**

Students' academic records are reviewed at the end of each academic year to determine compliance with the SAP standards. SAP review includes all

terms of the student's attendance, including summer terms. Students who lose financial aid eligibility due to not meeting SAP requirements may:

- earn the necessary GPA or semester hours to meet the minimum requirements while not receiving federal financial aid
- submit a SAP Appeal Form

## **SATISFACTORY ACADEMIC PROGRESS POLICY FOR GRADUATE STUDENTS RECEIVING FINANCIAL AID**

All graduate students must meet Satisfactory Academic Progress (SAP) requirements to receive financial aid at Vaughn College. Federal regulations require each institution to have a SAP policy, which establishes the minimum standards that must be applied consistently to all students. You will be denied financial aid if you fail to meet SAP requirements. If extenuating circumstances led to your noncompliance, you may submit an appeal to the Office of Financial Aid for consideration.

Students who wish to appeal must do so by a prescribed deadline.

### **2016-17 Appeal Deadlines**

- Summer 2017 – Monday, June 23, 2017
- Fall 2017 – Monday, September 11, 2017
- Spring 2018 – Monday, January 22, 2018

### **Explanation of Requirements**

The College measures your academic performance based on three standards: grade point average (GPA), pace and maximum time. See below for a detailed description.

**Grade Point Average:** A student cannot graduate

with a GPA below 3.0. You will be dismissed from the degree program or provisional status will be revoked if you receive an “F” or “U” in any graduate course or a total of three “C” grades in your graduate program. In addition, you will receive a notice of academic appeal upon receiving a grade of “C” in any two graduate courses or if your GPA falls below 3.0.

**Pace:** You must earn at least 80% of your attempted hours. This calculation is performed by dividing the number of credit hours earned by the number of credit hours attempted. (Monitored by: Office of Financial Aid )

**Maximum Time:** You must complete all requirements of the graduate program and The within six calendar years (masters and education specialist degrees). All students enrolled in graduate degree programs must enroll each regular semester for a minimum of one graduate credit hour.

### **Explanation of Attempted Hours for Pace Calculation**

In compliance with federal regulations, financial aid developed procedures for evaluating pace. In addition to the hours you completed for a letter grade, we will count the following types of credit: Transfer, In Progress (IP), Incomplete (I), Withdraw (W), FX, WX, Satisfactory/Unsatisfactory and repeated courses. Non-credit (NC) or audited (AU) courses do not count toward the calculation of attempted hours.

## **SAP APPEAL AND PROBATION**

### **SAP APPEAL**

When a student becomes ineligible for financial aid due to failure to meet SAP standards, an opportunity is given to appeal for further financial aid consideration. A student may file a SAP appeal on the basis of:

- death of a relative
- injury or illness of the student
- other special circumstances (such as difficult transition to Vaughn College, family issues, legal troubles, work or budget problems, etc.)

Appeals are considered on an individual basis. Depending on the nature of the appeal, the number of appeals the student has filed and/or the student’s

academic record, additional steps may be required of the student before the appeal can be accepted. For example, the student may be required to complete an Academic Plan.

Completed SAP appeals will be reviewed within 15 business days. The student will be notified by email if the appeal is accepted or denied. If the email is returned undeliverable, a letter will be mailed to the student’s current residing address as listed on the Vaughn College’s administrative portal or Student Aid Report (SAR). Students should keep the Vaughn email and current residing addresses up to date.

**Please note:** Up to two appeals may be accepted. Per federal financial aid regulations, appeals are not automatically accepted and may be denied based on failure to maintain the Satisfactory Academic Progress standards set forth at Vaughn College.

Students must successfully complete (pass) these minimum requirements each term:

- A full-time student (enrolled in 12 or more credits) must pass at least six credits.
- A three-quarter-time student (enrolled in 7 to 11 credits) must pass at least four credits.
- A half-time student (enrolled in six credits) must pass at least 3 (THREE) credits.
- A less-than-half-time student (enrolled in one to five credits) must pass at
- least two credits (or one credit; if initially enrolled for just one credit hour).

Per federal regulations, students must complete their educational program in a reasonable length of time, which is defined as no more than 150 percent of the credit hours required for graduation, regardless of major changes. For graduate programs of study, the maximum period is based upon the length of the educational program.

**For example, suppose that a program that requires 120 credits for graduation. Since 150 percent of 120 is 180, a student may attempt or enroll in 180 credits, with the objective of earning the 120 needed to graduate. However, if a student cannot complete the program within the 180 credits, all federal aid must stop.**

**ANY TERM FOR WHICH A STUDENT RECEIVES 0 (ZERO) ACADEMIC CREDITS (TOTAL WITHDRAWAL, TOTAL FAILURE, OR A COMBINATION OF BOTH) WILL RESULT IN THE STUDENT IMMEDIATELY BEING INELIGIBLE FOR FINANCIAL AID (NO AID) FOR THE FOLLOWING TERM.**

**SAP PROBATION**

A student is placed on SAP probation if they fail to maintain Satisfactory Academic Progress after one award year. A SAP appeal must be filed and accepted before a student can be placed on SAP probation. Probation terms are one semester in length. The student is given specific requirements that must be met in order to maintain financial aid eligibility in the future. If SAP probationary requirements are not met within the probation term, the student will again become ineligible for financial aid and may need to file another SAP appeal. SAP probation requirements will include:

- **Minimum Pace Requirement**—The minimum pace requirement is 67 percent.

Completed Semester Credits (grades of A, B, C, D, S or P, including transfer credits) divided by Attempted Semester Credits (completed credits plus credits with grades of F, FX, WX, W or I, including transfer credits).

	Fall Semester		Spring Semester		Total
Credits Completed	6	+	10	=	16
Credits Attempted	12	+	12	=	24

$16 \div 24 = .67 (67\%)$

- **Minimum GPA Requirement**—The minimum GPA requirement will be determined on a student-by-student basis and will be specified in the SAP appeal acceptance email or letter.

**ACADEMIC PLAN**

Students who, at the end of the probation period, do not meet Satisfactory Academic Progress (SAP) may submit a second appeal. If Vaughn College determines, based on the second appeal, that the student will require more than one semester to meet SAP, the student will be placed on probation and develop an Academic Plan, for one semester. At the end of the semester the student must meet SAP or the requirements of the Academic Plan, which leads to program completion.

**Note: A student whose financial aid eligibility has been reinstated under an academic plan and is making progress under that plan is considered to be an eligible student, for Title IV purposes.**

## COSTS AND FINANCIAL POLICIES

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Students are billed each semester for tuition, fees and other expenses such as housing, meal plans and book vouchers. It is Vaughn's policy that students must clear their tuition accounts prior to registering for subsequent semesters. Financial arrangements constitute setting up a deferred payment plan with consistent payments, which are defined and agreed to by the office of student accounts, and the student filing for financial aid, if applicable.

Under no circumstances will students be permitted to register if they have tuition due for more than one semester. Appeals of this policy can be made to the vice president of finance and business services for a final determination.

A fee of \$25 will be charged for all checks that are not honored. Tuition and fees are subject to change at any time at the discretion of the College.

### ACCEPTANCE DEPOSIT

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A nonrefundable acceptance deposit of \$200 (\$600 US for international students) is required within one month after the applicant is notified of acceptance. The acceptance deposit reserves the student's place in class and is credited in full toward tuition, provided that the applicant begins classes within one year of the originally scheduled enrollment date. Requests for waiver of the one-year limit should be submitted to the director of admissions.

### TUITION

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Graduate tuition for the 2018-2019 academic year is \$1035 per credit.

### ROOM AND BOARD

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For the 2018–2019 academic year, the per-semester cost for a room in Vaughn's residence hall is \$6,180 for a single in a two-person suite; \$5,400 for a double in a four-person suite; \$4,735 for a room in a triple suite; or \$4,570 for a room in a quadruple suite. A \$250 housing deposit (\$125 per semester) is required. Most residents live in either a two-person or four-person suite with a semi-private bath. The residence hall has laundry, study and kitchen facilities in a common area within the building. Residence hall rooms are supplied with a bed, dresser, closet, desk, chair and wastebasket for each student. Each room is

also equipped with a phone, cable TV hookup and computer port.

Meal plan options include \$1,650, \$1,200, \$880 or \$595 per semester.

### HOUSING CANCELLATIONS AND REFUNDS

Students who are assigned housing and who fail to move in will forfeit their deposits and remain responsible for any housing charges due. Students who move into the residence and who then leave or cancel their assignments at any point during the academic term will forfeit all deposits and be charged for the full-semester housing costs.

Students who cancel housing by notifying the office of student affairs in writing prior to July 1 for the fall semester, or by January 1 for the spring semester, will be refunded the \$250 housing deposit. After these dates, the deposit will not be refunded.

The housing deposit will be held by the College as a damage deposit. At the end of the student's residence, the room will be inspected to determine the amount, if any, of the deposit that will be refunded to the student upon moving out. In the event damages to the room and/or common area exceed the \$250 deposit, the student will be responsible for paying the additional damage amount. Failure to receive a specific type of housing is not a justifiable reason to be refunded the \$250 deposit or to decline or move out of the residence.

If a student is removed from the residence hall for judicial reasons, he or she forfeits the right to a refund of the housing charges and housing deposit and remains liable for the full amount.

Residents who were enrolled for the fall semester and have been released from their agreement for the spring semester due to withdrawal from the College must vacate their rooms, check out with a staff member and return room keys within 24 hours after their last final exam for the fall semester; their liability for further charges will be assessed at that time.

### FEES

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#### APPLICATION FEE

A nonrefundable application fee of \$75 is required with the application for admission. A re-entry fee of \$75 is due by all graduate students re-entering the College after withdrawal (more than one semester of absence) and is nonrefundable.

## COSTS AND FINANCIAL POLICIES

### SUMMARY OF 2018-2019 GRADUATE FEE SCHEDULE

Activity	Fee
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	\$250 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	\$1035 per credit
Master's thesis fee—MGT600	\$175
Strategic management simulation—MGT509	\$85
Master's statistics fee—MGT520	\$85
Graduate semester fee	\$400 per semester

<b><u>Locker Rental</u></b>	\$20 for two semesters (fall and spring) \$15 for one semester (fall and spring) \$10 for both summer sessions
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#### **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 damages

#### **MAINTENANCE OF MATRICULATION FEE**

Students who plan to take a leave of absence for a semester are encouraged to maintain matriculation by paying a \$150 maintenance of matriculation fee. Matriculation forms are sent to students following late registration. Maintaining matriculation affords students the opportunity to stay within the curriculum and requirements of their current program. Students cannot maintain matriculation for more than two consecutive semesters or in

programs that have been canceled. Students must have a zero balance to maintain matriculation.

#### **IMMUNIZATION FEE**

Students who receive immunization through the College will be charged a \$10 administration fee per inoculation. Contact the office of student affairs for more information.



### **SEMESTER FEE**

A nonrefundable semester fee of \$400 is required for each enrolled student. This fee is part of the general fund and is used to offset the cost of student registration, computer usage, orientation, identification cards and other student services.

### **GRADUATION FEE**

A graduation fee of \$100 is required when the graduation declaration form is submitted.

### **LATE REGISTRATION FEE**

A nonrefundable \$75 late registration fee will be applied to students who register for classes on or after the first day of the semester.

### **BILLING**

Payment of tuition and fees is due by the first day of classes of each semester. At that time, students must make payment, in full, using one or a combination of the following methods: check, money order, credit card, federal or state financial aid, Vaughn College scholarship or grant, private grant or a third-party payment plan.

### **INTERNATIONAL STUDENT BILLING**

First-year international students must pay tuition and fees in full two weeks prior to the first day of classes. In subsequent years, international students 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.

### **THIRD-PARTY BILLING**

You may seek a deferment of payment based on a third-party plan (e.g., employer reimbursement). To do so, you must submit a letter on company letterhead, signed by a benefits officer, stating the terms and conditions for reimbursement. This letter must be presented to the office of student accounts no later than the last day of late registration each semester you apply for a deferment.

### **PAYMENT PLANS**

Vaughn uses Nelnet Business Systems, a third party, to administer the student payment plans. Students who are interested should see the office of student accounts for information. Students who pay their tuition bill in full by cash, check or money order and subsequently

withdraw will have their refund calculated according to the tuition refund schedule on page 16. Refund checks are mailed directly to the student's home by the assistant director of student accounts. Students who have made a partial payment on their bill will have their tuition liability calculated according to the schedule on that page. A reduction in tuition charges may not necessarily result in a refund and, in some instances, a tuition balance may still be due.

### **REFUNDS TO STUDENTS WHO WITHDRAW**

All students who want to withdraw from courses for any reason must officially notify the College; to receive a refund or credit, they must withdraw during the official refund periods. Students officially withdraw using the add/drop or total withdrawal form, submitting the form in person at the campus registrar's office and/or emailing a copy to Beatriz Novoa-Cruz, associate vice president of enrollment services: registrar of student accounts, at [beatriz.cruz@vaughn.edu](mailto:beatriz.cruz@vaughn.edu). Regular attendance is an essential ingredient for satisfactory academic performance. All students are encouraged to attend their courses on a regular basis and abide by the departmental and course-specific attendance requirements (as provided in course syllabi). Failing to meet this minimum requirement can affect a student's registration in the course(s) for that semester.

Non-attendance in a course, verbal communication with College offices or instructors, or stopping payment on a check or payment plan are *not* official ways to drop classes. The official withdrawal is the only form of withdrawal that qualifies a student for a refund of tuition and nonrefundable fees.

The College's withdrawal procedure applies to all students, including those who receive student loans and financial aid. Withdrawal can affect eligibility for financial aid and/or loans, and some students who withdraw, as a result, are liable for amounts due and are billed by the College accordingly.

### **Program Adjustments and Withdrawal**

If you have pre-registered and an adjustment is necessary as a result of failure to successfully complete a prerequisite course(s), you may add, drop or change a course section anytime after the pre-registration period and before the first day of classes, without penalty. Other adjustments must be made during the program adjustment period, usually on or after the first day of classes, and will be assessed the appropriate fee (\$10 per add/drop).

Use the add/drop form to make all program adjustments. Because program adjustments can affect your financial aid eligibility, it is important that you refer to the refund schedule in the current catalog, to understand your tuition liability. Failure to follow the proper withdrawal procedures can result in the student being financially liable for full or partial tuition and fees. Students receiving a *pro rata* reduction of federal student aid when withdrawing before 60 percent of the semester is completed can be liable for any outstanding tuition due.

Students withdrawing entirely from the College must complete and file the total withdrawal form with the office of the registrar. Students who do not officially withdraw from a course will receive one of the following grade codes:

**WX**—Withdrawal due to administrative reasons. An appropriate Title IV refund calculation will be performed based on last day of attendance.

**FX**—Withdrawal due to administrative reasons (excessive absences). Academic penalty will be computed into the grade point average as a grade of “F.” Title IV refund will be calculated if the withdrawal is before 60 percent of coursework is completed.

## **FINANCIAL POLICIES**

Payment of tuition and fees is due by the first day of classes each semester. Students must make payment in full, or arrange to pay with the office of student accounts by that time. Students who register after that date must make arrangements to pay at that time. Acceptable arrangements to pay include evidence of eligibility for financial aid, alternative educational loans, Veterans Affairs benefits, employer education benefits, the College’s or another payment plan, the College’s and/or private grants and scholarships. Students who fail to regularly meet their financial commitment after joining a payment plan will be immediately removed from the program and refused participation in subsequent semesters.

Students who make acceptable financial arrangements to cover their tuition with the office

of student accounts and make a good-faith effort to meet their financial obligations will be allowed to maintain their enrollment each semester without interruption. Failure to meet your financial obligation to the College can result in any or all of the following actions against you:

- Denial of final grade reports and transcript records
- Denial of permission to register for future semesters
- Denial of participation in commencement exercises (graduating students)
- Denial of receipt of diploma (graduating students)
- De-registration for the semester
- Surrender of your account to a collection agency (affects your credit rating)

Before de-registration, students affected are notified by first-class mail and given 10 business days to take corrective action. Once de-registration takes place, a program adjustment form is sent to the student by first-class mail and the student is dropped from the class roster. This action cannot be reversed; the student is liable for tuition in accordance with the College’s refund schedule. A grade of WX is issued.

## **APPEALS OF FINANCIAL DECISIONS**

Students may consult with the vice president of enrollment services regarding the appropriate procedure to appeal a financial determination.

## **FINANCIAL ARREARS POLICY**

Vaughn reserves the right to withhold registration material and all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans or other charges (including charges for activities or services) as long as arrears remain.

## **TUITION REFUND SCHEDULE**

Time of Withdrawal	Fall/Spring Semester	Summer I and II
Prior to the first day of class	100 percent	100 percent
During first calendar week	90 percent	75 percent
During second calendar week	75 percent	50 percent
During third calendar week	50 percent	25 percent
During fourth calendar week	25 percent	0 percent
After 4th calendar week	0 percent	0 percent



## ACADEMIC CALENDAR 2018 – 2019\*

\* All dates are subject to change. Check the website: [www.vaughn.edu](http://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 ( <i>late fee will be imposed</i> )	Tues., September 4
Tuition Payment Due	Tues., September 4
Program Adjustment Period ( <i>add/drop/change</i> )	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
Midterm Exam Period	Mon., October 15 through Sat., October 20
Last Day to Withdraw without Academic Penalty	Tues., November 6
Veterans Day Holiday	Mon., November 12
Monday Schedule	Tues., November 13
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 21
Winter Recess	Sat., December 22, 2018 through Sun., January 13, 2019

### SPRING SEMESTER 2019

Registration	Mon., March 5, 2018 through Sat., January 19, 2019**
Classes Begin	Mon., January 14, 8 a.m.
Late Registration Begins ( <i>late fee will be imposed</i> )	Mon., January 14
Tuition Payment Due	Mon., January 14
Program Adjustment Period ( <i>add/drop/change</i> )	Mon., January 14 through Sat., February 2
Dr. Martin Luther King Jr. Day Holiday	Mon., January 21
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., April 30
Exam Period	Wed., May 1 through Tues., May 7
Fall 2018 Grade Change Deadline	Tues., May 7
Honors Convocation	Wed., May 8
Commencement	Sat., May 11

### ACADEMIC SESSION I SUMMER 2019

Registration	Mon., March 5, 2018, through Fri., May 17, 2019**
Classes Begin	Mon., May 20, 8 a.m.
Late Registration Begins ( <i>late fee will be imposed</i> )	Mon., May 20
Tuition Payment Due	Mon., May 20
Program Adjustment Period ( <i>add/drop/change</i> )	Mon., May 20 through Wed., May 22
Last Day to Register	Wed., May 22
Memorial Day Holiday	Mon., May 27
Last Day to Withdraw without Academic Penalty	Mon., June 10
Classes End	Fri., June 28
Last Day to File for December 2019 Graduation	Fri., June 28
Summer Recess	Mon., July 1 through Sun., July 7

### ACADEMIC SESSION II SUMMER 2019

Registration	Mon., March 6, 2018, through Fri., June 28, 2019**
Classes Begin	Mon., July 8, 8 a.m.
Late Registration Begins ( <i>late fee will be imposed</i> )	Mon., July 8
Tuition Payment Due	Mon., July 8
Program Adjustment Period ( <i>add/drop/change</i> )	Mon., July 8 through Wed., July 10
Last Day to Register	Wed., July 10
Last Day to Withdraw without Academic Penalty	Mon., July 29
Classes End	Fri., August 16

## ACADEMIC AFFAIRS

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### RECOGNITIONS

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Vaughn College is an independent, not-for-profit corporation chartered by the Board of Regents of the state of New York as a senior college for the purpose of conducting programs of instruction leading to the master, bachelor and associate degrees appropriate to the curriculum.

Vaughn College curricula are registered by the New York State Education Department under the Regulations of the Commissioner of Education.

The following is the master of science degree program offered at the College with its corresponding HEGIS code number. Enrollment in other than registered or otherwise approved programs can jeopardize a student's eligibility for certain student aid awards.

#### Master of Science Degree Curricula

- Airport Management 0510

### ACCREDITATION

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Vaughn College of Aeronautics and Technology is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market St., Philadelphia, PA 19104 (telephone: 215.662.5606). The Commission on Higher Education is an institutional accrediting agency recognized by the US Secretary of Education and the Commission on Higher Education Accreditation.

### APPROVALS

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1. This institution is authorized under federal law to enroll non-immigrant students.
2. The New York State Education Department has approved Vaughn for the training of veterans.
3. The Federal Aviation Administration (FAA), in partnership with Vaughn, has chosen Vaughn as one of 36 institutions nationwide participating in the Air Traffic-Collegiate Training Initiative (AT-CTI) program.

### AFFILIATIONS

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Vaughn College is associated with distinguished organizations that provide valuable relationships important to the student's educational program, including:

- American Institute of Aeronautics and Astronautics
- The American Society for Engineering Education
- Aviation Technical Education Council
- The Commission on Independent Colleges and Universities
- Council for Engineering Technology in New York State
- Council on Aviation Accreditation
- Flight Safety Foundation
- Hispanic Association for Colleges and Universities
- Institute of Electrical and Electronics Engineers
- International Council for Aerospace Training
- International Federation of Airworthiness
- National Aeronautic Association
- New York Aviation Management Association
- Professional Aviation Maintenance Association
- Society of Automotive Engineers
- The National Safety Council
- University Aviation Association
- Women in Aviation International

### RELIGIOUS HOLIDAYS

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Vaughn College, in recognition of the various religious faiths represented on campus, provides that a student absent from class because of his or her religious beliefs shall not be penalized for any class, examination or assignment deadline missed on that day(s). A student shall be permitted to make up any exam or classwork or assignment after an absence due to religious observance and no prejudice or adverse effect shall result to any student because of such religious observance. A student who anticipates being absent for religious observance should notify the appropriate faculty member in advance.

## ACADEMIC DEFINITIONS

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The following are academic definitions used by Vaughn:

- A master of science degree refers to the degree program that will be awarded upon successful completion of all requirements relating to the degree program.
- Curriculum refers to the specific courses of study that need to be completed to be awarded a degree.

## ACADEMIC ADVISING

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The academic progress of students is of primary concern to every member of Vaughn College's faculty and staff.

From registration through graduation, the guidance and progress of the student is the responsibility of the office of academic affairs, the office of student affairs, the student advisement center and the faculty advisers. Students can seek their advice and counsel at any time throughout their studies at Vaughn.

Successful performance at the College depends in part upon proper scheduling. To ensure that subjects are completed in logical sequence, schedule advisement is provided during each registration period by the academic department and is reviewed together with the student's objectives and abilities. Realistic academic goals are established for the immediate semester and the overall course of study. The pattern of prerequisites has been designed to assist students in planning their programs.

Changes in schedules or programs require further consultation with the advisor and the department chair.

Faculty members are the first and most important advisers in academic matters and should be consulted frequently both in and out of the classroom. Consultation hours are scheduled by faculty and professional advisers available in the student advisement center. Each student is personally responsible for consulting with his or her adviser at least twice each semester. Department chairs of Vaughn can be consulted should the student feel that their assistance will be beneficial.

The associate vice president of academic support services and the services of the Student Advisement Center (SAC) are also available to assist students in obtaining registration materials

and guidance in completing the registration process. Students who are on academic probation are required to use the services of the Teaching and Learning Center to incorporate academic support, as part of a study plan, into their course schedule.

## TEACHING AND LEARNING CENTER

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The office of academic support services has a number of support units available to students. These units include the Academic Resource Center (ARC), Writing Center, Language Lab and Student Success Center (SSC).

### *Student Success Center (SSC)*

The Student Success Center (SSC) is an integral part of the academic support services at Vaughn College and is a center committed to fostering a SMART—Standardized Method of Advising, Retaining and Training—driven environment that enables our student body to flourish academically, personally and professionally. The SSC is designed to provide students with practical solutions, from the point of admission to graduation, in achieving academic success.

### *Academic Resource Center (ARC)*

Pursuing an education requires time and commitment, and there are many occasions when extra academic help and support are needed. The Academic Resource Center (ARC) offers a variety of services, including computer tutorials, audio/video aides, reference textbooks, language lab, remediation library and a quiet study area. These services help students improve their academic performance and supplement their education. All Vaughn College students are encouraged to take advantage of the support services available at the ARC.

### *Writing Center*

Assistance and technical support for writing are available at the writing center. The center provides students with writing counseling, electronic resources, workshops geared toward writing and writing mentoring. The center will serve as an asset to all classes by helping students to prepare for their future careers.

### ***Computer-Aided Instruction***

Computer-aided instruction offers students a self-help program using computers. Software packages include topics such as computer-aided drafting, computer-aided developmental mathematics, English and English as a Second Language. Each package contains programs at various levels of difficulty. Computer-aided instruction enables students to expand their knowledge and understanding of a particular subject or simply to get help with course studies and assignments.

### ***Audio-Visual Library***

Instructional tapes covering mathematics, science, English and a variety of aviation and aerospace-related subjects are available for individual and small-group viewing in the ARC screening section. They range from general aeronautical information to more specific, detailed topics. The viewing of these tapes may be required for some classes.

### ***Language Lab***

The language lab offers students the opportunity to practice the foreign language being studied. The lab provides students with supplemental materials such as audio/visual programs, interactive computer-language applications and assistance with English as a Second Language (ESL).

### ***Workshops***

Members of the faculty and staff conduct workshops geared toward the student and college life throughout the academic year. These lectures are not a part of the general curriculum. They cover topics such as studying effectively and time management.

## **ATTENDANCE POLICY**

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All students are encouraged to attend their courses on a regular basis and abide by the departmental and course-specific attendance requirements (as provided in course syllabi). Additionally, students are required to attend registered courses at least once during the first three weeks of each semester. Failing to meet this minimum requirement can affect registration in the course(s) for that semester. If a student does not meet the minimum attendance requirement, he or she will be informed by the registrar's office regarding the attendance status and appropriately advised thereafter by the student academic support services department.

## **ACADEMIC STANDARDS, CATEGORIES AND PROCEDURES**

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- ***Good academic standing:*** Students must earn no less than a 3.0 grade point average (GPA) to graduate. Students earning a 3.0 grade point average (GPA) or better and making progress toward their degree are considered in good academic standing.
- ***Warning:*** Any student who, in any one semester, earns a GPA of less than 3.0 or does not complete 60 percent or more of attempted credits, will be notified of his/her standing. He or she will be required to have the registration form signed by the chair of the department under which his or her program falls and will be recommended to meet with the associate vice president of academic support services or a representative.
- ***Probation:*** Any student who, in two consecutive semesters, earns a GPA of less than 3.0 or does not complete 60 percent or more of attempted credits will be notified of his or her standing. He or she will be required to have the registration form signed by the chair of the department under which his or her program falls and to meet with the associate vice president of academic support services to arrange weekly meetings to resolve academic problems.
- ***Extended Probation:*** Students whose semester GPA remains below the minimum requirements for more than two semesters can be continued on extended probation only if their cumulative GPA is greater than 3.0.
- ***Suspension:*** Any student who in three consecutive semesters earns a cumulative GPA of less than 3.0 or does not complete 60 percent of attempted credits will be automatically suspended pending an appeal to the academic standards committee. At that time the committee may issue requirements regarding credits and courses to be taken.

Students will not be allowed to register for a course more than two times without permission of a department chair. Students who fail any course three times will automatically be suspended pending an appeal to the academic standards committee.

Any course in which a student's grade is less than a B must be repeated during the following semester. The student may be allowed to schedule advanced subjects if all prerequisites

are met, or may be allowed to repeat subjects already passed to raise the average, if approved by the academic standards committee.

If a student is suspended and, upon appeal, receives approval from the academic standards committee to register, he or she is considered on probationary status. If the overall GPA is less than 3.0 and remains less than 3.0 despite a greater than 3.0 GPA for the semester he or she re-entered in, and the student continues to receive a term GPA of less than 3.0, he or she is now on extended probation.

- **Academic Dismissal:** If a student, after an appeal to the academic standards committee, is allowed to register and continues to receive a term grade point average of less than 3.0, the student will not be allowed to re-enroll until he or she has demonstrated improved academic performance by taking at least nine credits at another institution and attaining at least a 3.0 GPA for those courses.
- **Incomplete:** Subjects must be completed to the satisfaction of the faculty member within one semester.
- **Issues:** Students must address all issues related to academic progress to the academic standards committee for review. Once the committee issues its decision or recommendation, if unsatisfactory, students can appeal the decision to the senior vice president. The senior vice president's decision is final.

## ACADEMIC STATUS

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A matriculated student is one who has been accepted into and is pursuing a program consisting of a sequence of subjects leading to a degree.

An admitted student is considered a conditional matriculant until the receipt of all admission documents. Registration for advanced subject matter requires the completion of prerequisites.

Students who wish to audit classes must obtain written permission from the appropriate department chair. Auditing students can attend selected classes, but will not receive credit. They will not be required to write examinations or to satisfy prerequisites.

A student can be removed from matriculated status and placed in non-matriculated status for academic deficiencies.

## ACADEMIC PERFORMANCE

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The faculty evaluate students as they progress through their studies. The faculty make formal student evaluations twice during each term: at midterm a P (pass) or F (fail) grade is given, and a letter grade is issued for the final grade.

## ADVANCED STANDING, TRANSFER AND PRIOR LEARNING CREDIT

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Vaughn will consider granting a maximum of six transfer credits (advanced standing) for equivalent studies completed at other accredited institutions. These studies must meet the College's standards as determined by the faculty.

Applicants seeking transfer credit must submit official transcripts of their previous education and the appropriate catalogs describing these credits. The documents should be filed in the admissions office at the earliest possible date.

Transferring students must have a 3.0 grade point average (GPA) or better to transfer a course. Students seeking transfer credit can confer with the department chairs no later than the student's registration day to discuss his or her status and establish an academic schedule.

The respective department chair's approval is required for transfer credits (advanced standing) given in that department.

If a student anticipates transfer of credit for a particular course, he or she should be discouraged from enrolling in the same course. If a student elects to enroll in the course for whatever reason (e.g., obtain full-time status for financial aid, increase GPA, etc.), transfer credit will no longer apply. The academic grade will be the grade of record. If the student withdraws from the course or receives a failure in the course, he or she will have to retake the course at Vaughn College.



## ACADEMIC HONESTY POLICY

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Vaughn College is committed to ensuring quality and integrity in all its academic and evaluative activities. A learning environment that promotes high academic standards is beneficial to students and faculty alike. Academic dishonesty of any form is in opposition to the values and mission of the institution and will not be tolerated.

## ACADEMIC APPEALS

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Students concerned about their grade in a given course should first try to resolve the issue with their instructor and explain their concerns about the grade, asking for a resolution.

If unsuccessful, the student should contact the academic department chairperson. In writing, the student must detail his or her argument for a grade change, specifically identifying and documenting those factors that the student believes affected his or her grade. The student must submit this written statement no later than 30 days from the start of the fall or spring semester directly following the semester in which the grade in question was assigned. The chair will forward this statement to the instructor and then meet with the instructor and the student to mediate the dispute. The student will receive a written reply from the department chair within 15 days from receipt of the appeal.

If the problem is still not resolved and the student wishes to continue the petition, he or she can make an appeal in writing to the academic standards committee. The committee shall begin with the presumption that the original grade was assigned correctly, and the burden of proof will lie with the student. If the committee determines that the grade assigned was based on factors other than the student's academic performance in the course, the committee can determine a new grade and submit a change of grade form.

If the student does not find the committee's decision satisfactory, he or she can petition the senior vice president, in writing. The vice president of academic affairs will review the decision of the committee and can let the committee's decision stand or reverse it and resolve the problem utilizing the academic rules and standards of the College. The vice president will then forward the final decision to the student as well as to the registrar's office.

## DEFINITION OF ACADEMIC CREDIT

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### COLLEGE CREDITS

College credits are granted for successful completion of courses offered by the arts and sciences, engineering and technology, management and aviation departments.

One credit toward graduation is granted for each 15 hours of lecture or 45 hours of laboratory per semester. Students should allow two preparation hours for each lecture hour.

Transfer credits refer to those subjects for which credit is earned at another college or by non-traditional methods.

### CREDIT LOADS

The maximum credit load allowed in the fall or spring semester for full-time students is 15 credits. The maximum credit load during a summer semester is six credits. Approval from the associate vice president of student services is required to register for more than the maximum credit load. Students on academic probation are assigned a reduced load maximum during the probationary period.

An adviser's approval does not mean that a course can be substituted to fulfill a degree or program requirement. In cases where one course is to be substituted for another, official approval must be granted by the department chair and documented on an evaluation form located in the registrar's office.

## INCOMPLETES

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A grade of "I" (incomplete) is to be awarded very rarely, only when the student has not completed a small portion of the coursework due to exceptional circumstances. Granting of this grade is up to the discretion of the instructor, but is not recommended when a student has not completed significant portions of course tasks. The instructor must notify the department chair.

A signed "Change of Grade" form must be submitted to the registrar's office no later than the end of the semester immediately following the semester in which the student received a grade of "I." For example, if an "I" grade is received in the spring or summer semesters, the grade change form must be submitted by the end of the following fall semester, and so on.

Failure to complete the course work in a timely fashion, and to the satisfaction of the instructor, will automatically result in the conversion of an "I" grade to the grade of "F" (failure).

## **GRADE CHANGE POLICY**

Grade changes from “F” are generally not permitted. Students receiving final grades of “F” must repeat the course. Under extenuating circumstances, requests will be handled through the senior vice president.

Due to certain extraordinary circumstances (makeup assignments, retesting, clerical error, etc.), a student can request a grade change. If a student received a previous grade of A, B+, B, or C and wishes to receive a grade change, he or she must formally initiate an academic appeal. If the appeal is approved, the student must fill out an official “Grade Change Request” form. The form must be submitted to the instructor of the course in question.

Once the instructor signs the form, it must then be submitted to the department chair for approval and signature. The department chair will then sign the form and forward it to the senior vice president for approval. The senior vice president’s signature (as well as the signature of the instructor and department chair) must appear on the form before it is sent to the registrar’s office for processing. The proper paperwork must be submitted to the registrar’s office no later than the end of the fall or spring semester directly following the semester in which the grade in question was assigned. Grade change requests outside this time requirement will be denied.

## **REPEATING A COURSE**

If a student repeats a course, both grades will remain on the student’s record. However, only the last grade received in the repeated course will be computed into the student’s grade point average.

## **DEGREE PROJECT/DEGREE THESIS**

Candidates for a master’s degree in airport management must complete a final project or a comprehensive research project before the end of their last semester. Students must register their project or thesis with their academic adviser/chair no later than the first week of the final semester.

Students who have received a final grade of “F” (failure) for the final project or course may not receive a grade change. Under extenuating circumstances, students can appeal to the academic standards committee.

## **GRADUATION REQUIREMENTS**

Graduation is recommended to the board of trustees by the faculty upon completion of these criteria:

1. A grade of B or higher in every course.
2. All assigned work must be completed

satisfactorily.

3. The thesis or master’s project requirement must be satisfied.
4. Transfer students with advanced credit must complete 30 credits in residency.
5. All financial obligations must be satisfied.
6. Graduation application requirements must be completed as listed under “Applying for Graduation.”
7. Students must complete all academic course requirements in their degree program.
8. Students must complete exit interviews with the office of financial aid.

In cases where a course is no longer offered, the department chair can make course substitutions. Students should consult with the department chair and the office of the registrar to determine which courses can be used as electives in their major.

## **APPLYING FOR GRADUATION**

Students must:

1. File a “Graduation Declaration” form with the registrar’s office. All degree declaration forms must be returned to the registrar’s office the semester prior to the semester in which the student plans to graduate. For example: students applying for May graduation must file no later than October 1; for December graduation, no later than July 1; for September graduation, no later than March 1.
2. A nonrefundable \$80 fee is required when the graduation declaration form is submitted.
3. Graduation of candidates with more than six outstanding credits, or who have not filed by the deadlines stated above, will be postponed until the next graduation date.

## **COMMENCEMENT**

Commencement is held once per year at Vaughn, generally the third Saturday in May. Graduates from September, December and May candidates can participate. Candidates who participate in commencement are still considered graduate candidates. Participation in the ceremony does not imply conferral of a degree. Degrees are finalized and conferred upon a final academic and financial review. To expedite publishing of the commencement program, cumulative grade point averages may not reflect the semester in which the commencement exercise takes place.

Graduates must complete all requirements as stated under “Graduation Requirements” on this page.



## GRADING SYSTEM

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<i>Grade</i>	<i>Standard</i>		<i>Credit Points</i>	<i>Other Marks</i>
A	(90–100)	Excellent	4.0 Credit Points	AU Audit, No Credit
B+	(85–89)		3.5 Credit Points	NG No Grade Given
B	(80–84)	Good	3.0 Credit Points	W Official Withdrawal
C+	(75–79)		2.5 Credit Points	WX Withdrawal due to
C	(70–74)	Average	2.0 Credit Points	administrative reasons
F	Below 70	Failure	0 Credit Points	
I	Incomplete—Not Computed in Index			
IE	Incomplete—Extended			
NA	Registered but never attended			

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Grade point average (GPA) is computed by multiplying the number of quality points by the number of credits of the course. Total number of quality points is divided by the sum of total credits passed and failed to obtain the grade point average. Developmental and special courses carrying credits and receiving pass, pass/exempt or unsatisfactory grades are not computed into the GPA.

### Example of a Computed Grade Point Average:

<i>Courses Taken</i>	<i>Credits</i>	<i>Grade</i>	<i>Quality Points</i>
English	3	B (3.0 points)	9
American Government	3	A (4.0 points)	12
Calculus	3	B (3.0 points)	9
Physics	4	B (3.0 points)	12
<hr/> Total	13	<hr/>	$42 \div 13 = 3.2$ GPA

## STUDENT RECORDS AND REGISTRATION

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### STANDARDS OF ACHIEVEMENT

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In all curricula, the student must maintain a rate of progress satisfactory to the faculty. Achievement in course assignments must meet established standards.

Admission standards are designed to provide an opportunity to all interested students. Performance standards make certain that each student takes full advantage of this opportunity while ensuring the competence of all the College's graduates. Academic assistance is available to help each student attain satisfactory performance levels.

### ENROLLMENT STATUS

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Vaughn's academic semester schedule provides for a fall semester of 15 weeks, a spring semester of 15 weeks, and two summer sessions of six weeks each. Examination periods are scheduled during each semester and each summer session.

### FULL-TIME ATTENDANCE

Full-time students planning to graduate in the minimum time should plan to complete 24 credits in each calendar year. A minimum of 12 credits of study must be scheduled each fall and spring semester for full-time financial aid certification.

### CLASS SCHEDULES

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Classes meet Monday through Saturday. There are scheduled breaks and observed holidays during each semester. Consult the academic calendars on pages 18 and 43.

### ABSENCES AND LATENESS

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#### ACADEMIC COURSES

Regular attendance is essential for satisfactory academic performance. Failing to meet this minimum requirement can affect your registration in the course(s). Students are also advised that additional attendance requirements can be mandated depending on the faculty member and/or the department from which a particular course is taken. The final grade in any subject can be reduced in proportion to the number of unexcused absences. Excessive absence will result in suspension.

### ADDING AND DROPPING COURSES OR WITHDRAWAL

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A student registered for any term who wishes to adjust his or her schedule or discontinue studies entirely remains registered whether or not classes are attended until he or she officially withdraws from the course or the College.

In both instances, the student must complete the College's add/drop form, available in the office of the registrar, and have it approved and signed by a faculty or staff advisor. Additional approval might be necessary in cases where:

1. If dropping a course affects financial aid, the add/drop should be approved by a representative of financial aid and/or a student accounts representative;
2. Late registrants need additional approval from the instructor teaching the course or the department chair to determine eligibility;
3. If a student is considered academically at risk, approval from a representative of the academic resource center and/or department chair is necessary.

The office of the registrar can reject a program change if the add/drop form is not submitted within the appropriate period. (See the calendar or registration material for the last day to withdraw and for the last day to add/change classes.)

Students who are withdrawing entirely from the College must fill out a total withdrawal form. Before withdrawing, students must seek approval from the office of enrollment services or the director of financial aid, or the international student advisor (if applicable) and student accounts prior to submitting the form to the office of the registrar. To clear all financial obligations, the add/drop form and student clearance/exit form must be approved and signed by representatives of the financial aid office, student accounts and student services. The student identification card must be surrendered to the student services office at the time the student clearance/exit form is approved. (See "Refunds to Students Who Withdraw" on page 16). The date on which these forms are completed and approved by the office of the registrar will constitute the date of change or withdrawal for the student.

## **COST OF SCHEDULE CHANGES**

If a student pre-registers, any program changes (add/drop) made before the first day of the semester will be free of charge. Otherwise, any program changes, including changing sections, will be \$10 per add/drop form.

Students will not be charged an add/drop fee if a course is canceled.

## **ADMINISTRATIVE WITHDRAWALS**

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Vaughn will withdraw a student from class in the following situations:

1. Fails to meet proper immunization requirements/documents (refer to “Immunization” on page 28).
2. Disciplinary reasons.
3. Fails to meet tuition/financial obligations.
4. Discontinued attendance in class.\*
5. Students on military leave must supply the College with a copy of military orders for student records and possible tuition adjustment.

\* Refer to page 25, under “Grading System,” to determine which grade is applicable: NA, WX, or FX. See also page 16, “Refunds to Students Who Withdraw.”

Depending on the administrative withdrawal date, the student’s account may or may not be prorated (refer to page 17, “Tuition Refund Schedule”).

### **Withdrawal Period**

Students who withdraw before eight weeks have passed in a regular semester are considered to have withdrawn. They will receive a final grade of “W” on their transcripts.

Withdrawal after this period is permitted only in unusual circumstances, and requires the approval of the registrar’s office.

## **MAINTENANCE OF MATRICULATION**

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Students who need to take a leave of absence (in mid-semester or otherwise) must file a maintenance of matriculation form in the registrar’s office.

Students wishing to keep their status as matriculated while on their leave of absence (one semester) must pay a maintenance of matriculation fee of \$50 per semester upon taking their leave of absence.

Under these circumstances, a re-entry fee is not required. Students can maintain their matriculation for up to two consecutive semesters.

International students who have been issued an I-20 or students with an outstanding tuition balance cannot maintain matriculation. Eligible students wishing to maintain matriculation must submit their fees and forms before the end of the registration period each semester.

## **TOTAL WITHDRAWAL**

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A student who registers in a given term and decides to discontinue all his or her classes must submit a total withdrawal form. This form must be approved by the office of student affairs, where he/she will also be interviewed and counseled by financial aid, student accounts and the registrar.

Once the total withdrawal form is completed and received by the appropriate offices, the student’s financial account will be adjusted according to the date of submission, not the student’s last date of class attendance. (Refer to the “Tuition Refund Schedule” on page 16 for additional information.)

## **MATRICULATION**

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Upon acceptance to Vaughn, the applicant is approved and a matriculation notice is issued by the admissions office. The chair of the management department will consider individual requests for admission on a conditional basis.

Candidates who must clear deficiencies in their applications should seek the advice and guidance of an admissions counselor. All conditions must be removed within the period prescribed by the director of admissions. The granting of matriculation imposes on the student the obligation to notify the College in writing of all changes in status, including withdrawal from courses or total withdrawal from the College.

## **IMMUNIZATION**

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New York state law requires all students born on or after January 1, 1957, and taking six or more credits to demonstrate immunity to measles, mumps and rubella (German measles).

Failure to submit proof of immunity to the College can prohibit a student from registering for classes. Immunization status will be checked as part of the registration process.

Students not in compliance 30 days after the start of classes may not be permitted to continue classes and will be de-registered for the semester. The office of student affairs is available to answer questions students may have concerning immunization requirements. Note: The deadline can be extended to not more than 45 days for out-of-state or international students.

Documents providing proof of immunity should be submitted in the English language.

## **RE-ENTRY POLICY**

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A student seeking re-entry to the College after one or more semesters (excluding summer sessions) without maintaining matriculation must submit a completed re-entry application with a \$75 fee to the admissions office for consideration. (See page 26 for procedures to maintain matriculation.) The re-entry fee is not refundable.

Tuition for re-entry students is based on rates listed in the current catalog. A nonrefundable tuition deposit of \$100 is due and payable prior to registration.

The registrar's office will notify the student regarding his/her re-admission status. All previous financial obligations to the College must be reconciled before re-entry can be considered.

## **TRANSCRIPT OF RECORD**

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Official transcripts bear the seal and an authorized signature of the College registrar. Requests for transcripts must be made in writing to the office of the registrar and be accompanied by a fee of \$8 per copy. Transcripts are issued within 10 days, except during the beginning or ending of each semester, when additional time should be allowed.

Transcripts marked "Student Copy" follow the same procedure as above. Students wishing to obtain their personal transcript can obtain only student copies. Official transcripts are either mailed to another designated address or sealed for pick up.

Vaughn reserves the right to withhold a copy of a student's grades and transcript until he/she has paid in full all of his/her financial obligations to the College.

## **COMPLETING YOUR PROGRAM**

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Vaughn College offers a full-time student an opportunity to earn a master's degree in as little as three consecutive semesters. A part-time student can usually complete the degree requirements in six or more semesters.

The College's semester system makes it possible for each student to select a suitable starting date in the fall, spring or summer. Exact dates may be found in the graduate academic calendars on pages 18 and 43.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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Annually, the College informs students of their rights under the Family Educational Rights and Privacy Act (FERPA) and the relevant regulations. FERPA provides that:

- 1) Each student has a right to inspect and review his or her education records within 45 days of the day the College receives a request for access.
  - a) A student should submit to the registrar's office a written request that identifies the record(s) the student wishes to inspect. The registrar's office will make arrangements for access and notify the student of the time and place where the records can be inspected. If the records are not maintained by the registrar's office, its official will advise the student of the correct official to whom the request should be addressed.

2) The right to request an amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

a) A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

b) If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

a) The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or third-party company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, clearinghouse, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.

b) A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the College.

4) The right to file a complaint with the U.S. Department of Education concerning alleged

failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-5901

Consistent with FERPA, the College designates several categories of student information as "directory information" that may be disclosed for any purpose at the discretion of the College unless such disclosure is specifically prohibited by the student as detailed below. Directory information shall consist of a student's name, address(es), telephone listing, email address, photograph, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, height and weight of members of athletic teams, degrees, honors and awards received, most recent educational agency or institution attended and student identification number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records with a PIN, password, etc. (A student's Social Security number cannot be used for this purpose.)

At the beginning of the academic year, a student may request in writing from the registrar's office that directory information not be released. Such requests are valid only for that academic year. The College disclaims any and all liability for inadvertent disclosure of directory information.

**AIRPORT MANAGEMENT  
MASTER OF SCIENCE (MS) DEGREE**

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**Degree Objectives**

The master of science degree in airport management applies modern management concepts to the aviation environment. The program consists of 35 credits.

This degree will provide entry- or mid-level professionals with the skills and knowledge to advance in airports and aviation-related businesses. It will raise awareness of and enhance skills related to operations and business concepts in the aviation and airport environment. It will address the demand for professional managers, which is growing as a result of the need for effective use of scarce resources, heightened domestic and international competition, environmental issues and security concerns. This program will also provide the opportunity to learn and apply scientific methods to understanding and addressing aviation- and airport-related topics.

Depending on a student's academic background, he or she can be required to take one or both of the following basic skills courses: Information Technologies for Managers (2 credits) and Math for Business Applications (2 credits), thus raising the total credits to 37 or 39.

**Program Objectives**

Graduates will be prepared for management careers in business, airport or aviation in mid- to management - level positions of administrative responsibility in public or private enterprises and for further study at the graduate level. The Airport Management MS program's educational objectives are developed to attain student learning outcomes that address what students are expected to learn and achieve at the completion of their degree program; and prepare them for doctoral studies. Following the overall mission of Vaughn College, these program objectives are intended to produce versatile aviation management graduates who will be able to:

1. Secure, develop and advance a career as a manager in the airport, aviation and related management fields. Graduates will be successful in their pursuit of mid- to high-level positions in airport management and related aviation management fields including industry, academia and government.
2. Pursue academic and professional education as a process of life-long learning. Graduates will be able to enter into doctoral programs in this and related fields.
3. Conduct themselves as responsible members of society and in their professional organizations.

**Student Learning Outcomes**

Intended Student Learning Outcomes for Master of Science Airport Management include:

1. Demonstrate an appropriate mastery of current knowledge, issues and tools used in the airport and related aviation and general management industries.
2. Demonstrate effective written and oral communication skills.
3. Demonstrate the ability to apply quantitative methods to aviation-related, business situations.
4. Demonstrate in-depth knowledge of the ethical obligations and global issues.
5. Demonstrate the ability to work with a team of colleagues on projects.
6. Conduct independent, primary, scientific research or theoretical development.

**Program Requirements**

The master's degree in airport management has at its core 35 credits in the following areas, and will include a master's project or a thesis. Courses include the case-study approach.

**General Management Courses**

(all courses 3 credits except MGT509L Strategic Business Simulations (1 credit)

- 12 required credits chosen from:  
MGT500 Research Methods  
MGT509 Capsim Lab (1 credits)  
MGT520 Statistics  
MGT530 Managerial Accounting

**and one elective from:**

- MGT510 Organizational Behavior  
MGT525 Managerial Economics  
MGT565 Marketing and Public Relations  
MGT570 Labor Relations

**Aviation Courses** (all courses 3 credits)

- 18 required credits chosen from:  
MGT545 Airport Planning and Operations  
MGT550 Airport Security  
MGT555 Aviation Economics and Finance  
MGT560 Aviation Law and Regulations  
MGT575 Aviation Environmental Issues

**and one elective from:**

- MGT540 Occupational Safety for Airports  
MGT585 Aviation Insurance

**Research Courses** (4 credits)

- MGT600 Thesis or  
MGT601 Master's Project

**Total credits 35**



## MANAGEMENT/AVIATION DEPARTMENTS' ADVISORY COUNCIL

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LORETTA ALKALAY, ESQ.  
Regional Counsel  
Federal Aviation Administration (FAA) (retired)

JOHN ALLEN  
JetBlue

MICHAEL BARTRON  
Pratt & Whitney

KAREN BATSON  
Atlas Air

GERARD BISCARDI  
Allied Aviation

MARIA BORDAS  
The Port Authority of New York and New Jersey

STEPHEN CARBONE  
Aviation Consultant and Author

NELSON CAMACHO, ESQ.  
Fitzpatrick & Hunt LLC

VLADIMIR CAMACHO  
SmartKargo

ALICE CHAN, ESQ.  
Fitzpatrick & Hunt LLC

VINCENT CIMINO  
Federal Aviation Administration (FAA)

TANYA COLE  
US Department of Commerce

VITO D'ANNA  
Evergreen

JOHN DE FELICE  
JFK International Air Terminal LLC  
Terminal 4 (retired)

JIM DOLLE  
JFK International Air Terminal LLC Terminal 4  
(retired)

**31** STEVE FERGUSON  
Westchester County Airport

VENNY FUENTES  
County College of Morris

THE HON. JOHN GOGLIA  
National Transportation Safety Board (retired)  
Safe Skies

AL GRASER  
The Port Authority of New York and New Jersey  
(retired)

HENK GUITJENS  
Guitjens Associates

DR. ALAN HOBBS  
NASA

MARTIN KELLER  
Swissair (retired)

WARREN KROEPPPEL  
SheltAir

STEPHEN JONES  
Federal Aviation Administration (FAA)

DARREN LARGE  
Morristown Municipal Airport

RALPH LOPEZ  
American Airlines

MYLES MATTHEWS  
Global Trade and Technology Center

STEVE MIKHLIN, '99  
Marsh USA

PAMELA MONTGOMERY  
FlightSafety

CHRISTOPHER SANGIOVANNI  
JetBlue

JOHN STARACE  
Westchester County Airport

JEFFREY TIME '03  
Port Authority of New York and New Jersey

DAN VORNEA  
The Port Authority of New York and New Jersey  
(retired)



## STUDENT AFFAIRS

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### STUDENTS' RIGHTS AND RESPONSIBILITIES

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Students who accept an offer of admission to Vaughn College are expected to be responsible citizens of the College community. Vaughn's community is guided by core values which are to: demonstrate integrity, embrace diversity, practice collaboration, achieve impact, and choose courage. Students have a corresponding right to expect that their freedom to learn and develop as individuals will be respected. To preserve these rights and to delineate responsibilities, policies and procedures have been developed to shape the life of the campus community. These policies and procedures are defined in the student handbook, available online.

### NONDISCRIMINATION/HARASSMENT

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Vaughn College of Aeronautics and Technology is committed to maintaining an environment in its educational programs and activities that is free from discrimination, harassment, or retaliation. Consistent with this commitment, it is the policy of Vaughn College not to tolerate unlawful discrimination based on age, race, color, creed, ethnic origin, national origin, citizenship status, disability, religion, sex, gender, gender expression, sexual orientation, marital or partnership status, pregnancy, military or veteran status, predisposing genetic characteristics, or domestic violence status, or on 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.

For more information about this policy, or to learn about the procedure for addressing violations of this policy, you may contact the interim vice president of student affairs via [avp.studentaffairs@vaughn.edu](mailto:avp.studentaffairs@vaughn.edu) or 718.429.6600, extension 371, or the associate vice president of human resources via [avp.humanresources@vaughn.edu](mailto:avp.humanresources@vaughn.edu) or 718.429.6600, extension 105.

### ATHLETICS AND WELLNESS

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The overall mission of Vaughn College's athletics

and recreation department is to provide opportunities for all students that will enhance the overall student experience. Our emphasis is to create an atmosphere that encourages personal growth while balancing academic and athletic distinction. The staff is dedicated to selflessly serving our students, while fostering an environment in which mutual respect, a strong work ethic, honesty, integrity and diversity prosper. We strive to maintain and exhibit the highest moral and ethical standards as well as honor the mission, core values, and traditions of Vaughn College.

The intercollegiate athletics and recreational programs at Vaughn College are built upon a philosophy that everyone should enjoy a healthy and active lifestyle. For some students, that will mean competing in intercollegiate athletics. For others, recreational activities will create engagement for students and allow them to build relationships. The athletics and wellness department strives to create a successful balance of academic and athletic excellence, as well as build pride and passion for our student-athletes. The goal is to unite our campus community through intercollegiate athletics competition. Combined with exceptional coaching and mentoring, the plan is to contribute to helping our student-athletes realize their full potential as individuals and as team members.

In addition to athletic teams, the department of athletics and wellness manages a fitness, intramural, and recreational sports program. There are two fitness centers on campus, one in the Main building available to all students, and the other within the Residence Hall accessible by resident students. The fitness centers contain cardiovascular equipment, free weights and Nautilus equipment. Students who wish to utilize the fitness center must provide a doctor's note certifying that they had a recent physical exam and are medically cleared to use the center(s). All users must abide by the posted guidelines for effective and safe use of the center(s).

The intramural program is determined by student interest. The intramural program is an opportunity for students to have short term commitments in a competitive yet collegial environment. Typical intramural activities include 3-on-3 basketball, coed volleyball, and flag football. Additionally, the athletics and wellness department provides recreational opportunities for students. Popular events include billiards/pool tournaments,

bowling outings. Recreational opportunities may include swimming and fitness classes at a local sports complex.

## **CLUBS AND ORGANIZATIONS**

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Vaughn College supports a variety of student organizations. There are professional societies that with chartered student chapters who sponsor industry-related field trips and lectures. There are clubs that unite students with similar interests, and there are groups to encourage social interaction.

Clubs and organizations that are officially recognized by the Student Government Association will be extended the opportunity for leadership development through hosting meetings, planning activities, and management of a college financial account. Each club and organization is moderated by a full-time member of the faculty and staff who serves as an adviser. The advisers ensure, in conjunction with the student affairs staff, that the clubs remain aligned with the mission and vision of the student organization and the College.

During the first few weeks of the fall and spring semesters, a club and activity fair is held so that students may join existing organizations or inquire how to establish new ones. A current listing of active clubs and organizations may be found on the Vaughn College website.

## **FOOD SERVICES**

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Vaughn's cafeteria is known as Aviation Café and is located in the lower level of the Main Building. Vaughn's cafeteria provides breakfast, lunch, dinner and snacks for students, faculty and staff, seven days per week. Menu options include hot entrees, grilled items, a salad bar, fruit, home-made soups, and all-day breakfast. Please see the cafeteria for hours of operation. Students with questions or concerns about food services should contact the Dean of Students at [elaine.white@vaughn.edu](mailto:elaine.white@vaughn.edu).

## **INTERNATIONAL STUDENTS**

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The senior associate director of admissions is available to assist international students in their personal and social adjustments to the College and American culture. Each new international student is expected to contact the senior associate director as soon as possible after his/her arrival. The adviser is available in the Office of Admissions and is the essential source of information regarding immigration. The

adviser should also be consulted for help with any special problems that international students may encounter. Delines for effective and safe use of the center.

## **LOCKER RENTAL**

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A limited number of lockers are available for rent from the office of student affairs. There are lockers in the lower level of the Main Building and the ATI building. The lockers are intended to be used for academic purposes, i.e. to store heavy books and tools; though, they may be used to store jackets, boots, and umbrellas during inclement weather. The use and the contents of the lockers are bound by the code of conduct as found in the student handbook. Students have the option to rent per semester or per academic year for nominal fees. During the first two weeks of each semester, students are encouraged to contact the office of student services at 718.429.6600, ext. 221 to rent a locker. Commuter students are given priority access to locker rentals.

## **ON-CAMPUS HOUSING**

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Our three-story residence hall offers all suite-style accommodations for approximately 200 students. Most rooms are double occupancy and two rooms share a semiprivate bath. Residence hall rooms are supplied with a bed, dresser, closet, desk, and chair for each individual student. Each room is also equipped with phone and cable TV hookups and computer port. The residence hall has a laundry room, study room, fitness room and kitchen facilities within the building. Additionally, there is a common lounge in the lobby. Students interested in living in the residence hall can visit the website at [www.vaughn.edu](http://www.vaughn.edu) to complete a housing application. All students who reside on-campus are expected to select a meal plan to support their nutritional needs.

## **STUDENT ACTIVITIES AND ENGAGEMENT**

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Vaughn promotes a large and varied program of extracurricular and co-curricular activities that offer students a means of supplementing their formal classroom education. Through an array of academic, cultural, social, recreational and educational programs, students are provided with an important opportunity for enriching their college experience.

The office of student activities works with the student government association, student clubs and organizations, and collaborates with other areas

of the college to plan programs and opportunities for engagement for the student community. The programs and events provided to the students are an integral part of the educational and leadership development experiences at the College. Because of our location in New York City, students should expect a diverse array of opportunities to explore the rich diversity of the region which may include cultural museums, houses of worship, music and the arts, etc.

Students are encouraged to check their Vaughn emails regularly so that they are aware of activities that are available for their participation, learning, growth, and development.

## **STUDENT GOVERNMENT ASSOCIATION**

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The Student Government Association (SGA) is an opportunity for students to participate in self-governance. The SGA leadership is elected by student peers during the Spring semester to serve the student body for the following academic year (Fall and Spring). The SGA is primarily concerned with the quality of student life on campus. It carries the concerns of its constituency, the student body, to the administration and is the voice of the student body. It serves students as the liaison to the administration, coordinates social programming, and provides a system for co-curricular involvement through recognition of, and support for, many clubs and organizations. The SGA encourages all students to become involved.

## **STUDENT DISCIPLINE**

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Students at Vaughn College shall conduct themselves in a manner compatible with the College's mission as an educational institution. Vaughn seeks to foster the transmission of knowledge and the pursuit of truth. Freedom of inquiry and expression are indispensable components in the attainment of these goals. An assertion of rights or freedoms, however, is balanced by a readiness to assume concomitant responsibilities. Students are expected to recognize the institution's academic purposes, respect the rights of others in the community and accept responsibility and accountability for their own behavior.

Vaughn has developed standards of conduct— published in the student handbook—to govern student behavior, policies and procedures, and to deal with specific conduct issues (computer use, drugs and alcohol, sexual misconduct, incivility); a judicial code that sets forth the procedures for adjudicating charges of misconduct; a general grievance procedure; and the applicable sanctions for misconduct. Students whose conduct is not in accord with the College's standards of conduct shall be subject to disciplinary measures.

Students are required to familiarize themselves with these policies, rules and regulations. The Dean of Students and staff designees are responsible for adjudicating all student disciplinary concerns, including accepting reports, pursuing investigations, conducting hearings, imposing sanctions, and notification of outcomes.

## **STUDENT HANDBOOK**

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The student handbook is a publication of the Division of student affairs. The handbook provides current information regarding college expectations, policies, procedures, and the code of conduct. Students are responsible for reading, understanding and abiding by the policies outlined in the handbook available on the College's website.

## **STUDENT HEALTH AND INSURANCE**

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New York State law requires that all students receive two doses of measles, mumps and rubella (MMR) vaccinations and provide their educational institution with proof of immunization. Vaughn College expects all students to have health insurance coverage because in the event of an illness of accident, inadequate or no coverage could cause a disruption in educational pursuits and a financial burden. Out-of-state students with health insurance policies are urged to ensure that they have adequate coverage available while living in New York.

Students who will live in the residence hall are encouraged to review their medical records to confirm that all recommended vaccinations have been received prior to living on campus. Students who live in the residence hall are required to have health insurance and provide a copy of their health insurance information at check-in. Additionally, students who will participate in internships are required to have health insurance.

## **STUDENT POLICIES, PROCEDURES AND PROTOCOLS**

## **CRIME STATISTICS**

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In accordance with the United States Department of Education regulations that require the disclosure of crime statistics, the College compiles and makes available all reports. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. For more information, please contact the interim vice president of student affairs. You can also visit the Office of Postsecondary Education online at <http://ope.ed.gov/security> for the annual report.

## ALCOHOL AND OTHER DRUGS

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Vaughn College of Aeronautics and Technology is committed to creating an environment that is not adversely affected by drug and alcohol abuse, and that complies with local, state and federal law. We strongly support a combination of preventive education about drug and alcohol abuse and counseling services for those with drug- and alcohol-related problems as the most effective means to achieve and maintain this environment. The College's respect for individual dignity and commitment to social justice, however, must be balanced by the importance of providing for the safety and well-being of the community as a whole and by its responsibility to fulfill its educational mission. At the same time, the College expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order and consideration of the rights of others. Implied in these expectations is the recognition that students are responsible for making their own decisions and accepting the consequences of those decisions. To assist members of the College community to make informed choices, students should educate themselves about the consequences of drug and alcohol use.

Vaughn College will not tolerate the unlawful possession, use, abuse or distribution of illegal drugs or alcohol on its property or at its events, or at off-campus activities or business that has a connection to the College. Accordingly, the College sets forth the following basic campus conduct standards for students, faculty and staff which are in addition to the applicable civil and criminal laws and regulations: Vaughn College has established a drug- and alcohol-free workplace policy in order to reaffirm its long-standing opposition to the unlawful or abusive use of controlled substances and alcohol. Vaughn College prohibits the unlawful manufacture, distribution, dispensation or possession on the premises. Vaughn College requires that students, faculty and staff not be under the influence of illegal drugs, prescription drugs (unless as directed by a doctor) or be impaired by the use of alcoholic beverages while on campus for the conduct of his or her education, or the performance of his or her job, or while engaged in College business or activities elsewhere.

To the extent it ever occurs, the possession, use, sale, service or consumption of alcoholic beverages on College premises or at college-related events or activities must be in full compliance with New York state and local laws. For example, persons under the age of 21 are prohibited from possessing any alcoholic beverages at the College campus or

any College related or affiliated event, on or off campus. No person shall be sold or served alcoholic beverages if the person is, or appears to be, under the legal drinking age of 21, seems to be intoxicated or is known to be a problem drinker. Similarly, no one under the age of 21 should present or use fraudulent proof of his or her age in order to purchase, or try to purchase, alcoholic beverages or to gain admittance to an activity for which the person must be 21 years of age or older.

The College's policy governing the use of alcohol applies to recognized student groups as well. Any violation of the policy can result in sanctions against the group, including loss of privileges and sanctions against the individual members of the group involved in the violation of policy. The student affairs division and the dean of students maintain detailed standards of student conduct and resources that are outlined in the student handbook. The associate vice president of human resources has further information for faculty and staff.

## BIAS-RELATED CRIMES AND INCIDENTS

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New York State law requires that Vaughn College inform students about the Hate Crimes Prevention Act of 2000 (Article 485) (the "Act") and how hate crimes, also known as bias-related crimes, can be prevented on campus. The College strives to bring together students from all types of cultural backgrounds, and to provide an environment in which they might interact and learn from one another. To help promote an environment free of hateful acts, the College has policies and procedures to report and prevent bias-related crimes and incidents.

## BIAS-RELATED CRIMES

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Under the New York State Hate Crimes Act of 2000, a person commits a hate crime when he or she commits a specified offense in the Act and either: (a) Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct; or (b) Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.



## **BIAS-RELATED INCIDENTS**

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Bias-related incidents are acts or behavior that are in violation of the Student Code of Conduct and reasonably believed to be motivated by a person's real or perceived race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability, or any other category prohibited by law.

## **REPORTING PROCEDURES**

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Individuals are encouraged to report all incidents immediately to Campus Security, 718 429-6600 extension 130 and the Dean of Students, Elaine T. White at [elaine.white@vaughn.edu](mailto:elaine.white@vaughn.edu). Non-felony hate/bias crime incidents can be adjudicated through the campus policies and procedures governing conduct as outlined in the student handbook. The victim can bring a complaint either through the College judicial system or in criminal courts, or in both. The College will make every reasonable attempt to help any individual who is a victim of an alleged bias-related crime or incident to provide interim accommodations as requested and appropriate.

## **SANCTIONS FOR BIAS-RELATED CRIMES**

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The College takes bias-related crimes and incidents very seriously. Criminal penalties may include prison and/or fines depending on the underlying offense. College sanctions may include suspension, termination, and/or expulsion from the College.

## **MISSING PERSONS**

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Vaughn College community members who believe that a student is missing, or have been notified that a student is missing, should immediately report her/his concern to the dean of students at 718.429.6600 ext. 366 and/or Security department at 718.429.6600 ext. 130. Reports will be investigated and may include checking card access data, reviewing videotape, and verifying class attendance. Vaughn College officials will notify local law enforcement after a student is determined to be missing. If the student has designated an emergency contact person on file, the college will also notify the emergency contact person.

## **TITLE IX - SEXUAL AND GENDER-BASED MISCONDUCT**

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Vaughn College of Aeronautics and Technology ("Vaughn College") is a community dependent upon trust and respect among its members. The College is committed to promoting and maintaining a healthy and safe learning, residential and working environ-

ment that promotes responsibility and respect in all matters where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity, or gender expression ("sex discrimination").

Sexual and Gender-Based Misconduct, as defined below is a form of sex discrimination prohibited by federal and state law, including Title IX of the Education Amendments of 1972 that may deny or limit an individual's ability to participate in or benefit from College programs or activities. Sexual and Gender-Based Misconduct offenses within the College community are a violation of trust and respect, are prohibited and will not be tolerated by Vaughn College. This prohibition applies to Sexual and Gender-Based Misconduct incidents occurring between members of the College community (students, employees, and contractors, consultants, or vendors doing business or providing services to the College) on or off campus at any College academic, educational, co-curricular, athletic, study abroad, residential or other College sponsored program, as well as off-campus incidents not associated with College programs if the conduct has the effect of creating a hostile environment impacting members of the College community. This conduct and any retaliation or intimidation associated with it is prohibited by the College and may also violate federal and state law. The College is dedicated to preventing Sexual and Gender-Based Misconduct offenses by providing:

- Education, prevention, and training programs that inform the community about the risks and myths that contribute to Sexual and Gender-Based Misconduct;
- Assistance and support, including procedures sensitive to a person who has been the victim of a Sexual and Gender-Based Misconduct offense; and
- A process for the prompt and equitable investigation and resolution of incidents of Sexual and Gender-Based Misconduct that includes appropriate disciplinary sanctions for those who commit Sexual and Gender-Based Misconduct offenses, as well as the imposition of remedial actions to address and remedy the effects of such offenses. The College is committed to eliminating Sexual and Gender-Based Misconduct, preventing its recurrence, and addressing and remedying its effects and makes this Policy and accompanying information readily available to all students, employees and other members of the College community. Violations of this Policy may result in the imposition of sanctions up to and including termination, dismissal, suspension or expulsion. The full policy is available within the student handbook. The Title IX Coordinator is Kathy Deaner, interim vice president for student affairs and she may be reached at [kathy.deaner@vaughn.edu](mailto:kathy.deaner@vaughn.edu) or 718.429.6600 ext. 371



## **VOTER REGISTRATION**

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In order for Vaughn College to encourage participatory citizenship and in compliance with federal law, the College will facilitate voter registration activities no less than once per academic year. Because Vaughn College educates students from many states, each with differing voting registration methods, we offer this higher education voting website as a resource to students: <http://yourvoteyourvoice.org/>.

## **CAREER SERVICES**

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Vaughn College of Aeronautics and Technology considers the career development of every student a primary responsibility. Career counseling is conducted through the office of career services, department chairs and the faculty.

Throughout its history, the College has assisted its students and graduates in securing meaningful internships and employment that relates to the majors offered. Leaders in aviation, aerospace, manufacturing, engineering design, public utilities, local state and federal government, to name a few, seek the College's graduates.

The office of career services provides ongoing industry updates for both continuing and graduating students. The College is also committed to lifelong learning and advisement on career development issues for its alumni.

Employment opportunities, job prospects, company literature and information are provided through this office as well. Additional information and assistance can be obtained in the College library.

Career development guidance and assistance are always available to students. Contact Philip Meade, assistant vice president of career services, at 718.429.6600, ext. 189 or email him at [philip.meade@vaughn.edu](mailto:philip.meade@vaughn.edu).

## **ONLINE CAREER SERVICES**

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The College also has launched a new career services online interface, enabling students and alumni to research full- and part-time job opportunities as well as internships. Participation is free, and students can search for job opportunities anytime, manage resumes and cover letters and maintain a searchable profile for potential employers.

## **ALUMNI AFFAIRS**

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Vaughn College alumni are active in the United

States and around the world.

The nationwide network of alumni has proved invaluable as a resource for the College in its life-long commitment to current students and all graduates. Their financial gifts contribute to scholarships, faculty development and equipment for the College's laboratories.

Timely announcements about alumni affairs and events can be found on the website ([www.vaughn.edu](http://www.vaughn.edu)); in the alumni newsletter; in the alumni publication, Vaughn College Magazine; or on social media, including Facebook, Twitter and LinkedIn. All graduates from every era of this institution—whether the Casey Jones School of Aeronautics, the Academy of Aeronautics, the College of Aeronautics or Vaughn College—are encouraged to attend alumni meetings and events.

For more information about upcoming activities, to organize reunion events or to reconnect with your alma mater, or make a contribution, contact Neil Gouveia, director of alumni affairs, at 718.429.6600, ext. 112 or email [neil.gouveia@vaughn.edu](mailto:neil.gouveia@vaughn.edu).

## VAUGHN COLLEGE GRADUATE CREDIT COURSES

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**All courses may be offered in both the fall and spring semesters unless otherwise noted.**

### **MGT500 – RESEARCH METHODS – 3 credits**

The course introduces both the techniques of scientific research and the use of available information to better address problems in the airport environment. Research design and methodologies are presented. Additional topics include problem formulation, operational definitions, statistical applications and decision analysis.

The student will be guided to develop and demonstrate competency in scientific business research methodology and techniques. This course requires the development of a research proposal to be used for the thesis or master's project.

### **MGT509L – STRATEGIC BUSINESS SIMULATIONS – 1 credits**

This course will explore business strategy from two perspectives: theoretical and practical. At the theoretical level, we examine the strategic discourse that occurs among complementary but competing groups in a company (e.g., research and development, marketing and sales, production and finance) for resources needed to create, market and deliver products in a competitive environment.

At the practical level, students are organized into teams, given a simulated company to manage and put into competition with other teams for a simulated period of eight years. They will apply knowledge gained in their academic and working lives from many disciplines (e.g., management, marketing, managerial accounting, communications) in order to compete effectively.

In essence, the course is a study in trade-offs that must be made in the dynamic environment of business competition. Students will gain a command of the holistic, integrated perspectives required to make effective trade-offs in managing a business.

Computer simulation fee required.

### **MGT510 – ORGANIZATIONAL BEHAVIOR – 3 credits**

This course is divided into two major components: organization theory and organizational behavior. The first component is macro in nature and focuses

on organizational-level problems, such as how an organization should be designed (centralized or decentralized), what strategy it should follow (integrated or diversified), and how conflict and politics endemic to organizational life can be managed. The second component is primarily micro in nature and focuses on individual and group problems, such as how to evaluate and reward employees.

The course will help students develop practical skills such as organizational diagnosis, intervention techniques for both small and large groups, dealing with resistance to change and designing communication programs for organizational transitions.

### **MGT515 – FINANCE – 3 credits**

The course is a comprehensive and advanced study of financial analysis, planning and control techniques for a business entity with emphasis on corporations.

It addresses the theory and practice of financial management and provides a solid grounding in basic concepts of finance, including the time value of money, valuation, portfolio theory, the role of financial markets, asset pricing and the risk-return tradeoff. This course enables students to develop skills in financial analysis, planning and decision-making.

### **MGT520 – STATISTICS – 3 credits**

This course presents the fundamental concepts of data presentation and analysis and teaches students to use statistical thinking in the context of business problems. It deals with modern methods of data exploration (designed to reveal unusual or problematic aspects of databases), the uses/abuses of the basic techniques of inference, and the use of regression as a tool for management and for financial analysis.

These statistical techniques are used in further study in business, economics and finance, and applied to business problems. The course is designed to develop students' abilities to apply inferential statistical methods and modeling skills to decision making in business and scientific research. Case studies, spreadsheets and computer software will be used.

### **MGT525 – MANAGERIAL ECONOMICS – 3 credits**

Economic analysis is applied to all decisions made in every area of management. Principles of cost, present values and interdependent systems are studied, with extensive use of cases from industry.

This course stresses decision making, resource allocation and profit analysis. It introduces quantitative techniques that managers need to utilize in order to facilitate decision making and problem solving. It presents a practical introduction to the important economic principles behind the operation of modern business.

Topics covered include demand and supply analysis, production functions, market structures, production and cost theory, estimation of production and cost functions and the impact of monetary and fiscal policies on aggregate output and inflation, and the Federal Reserve Bank's conduct of monetary policy. These principles are applied to both domestic and multinational organizations.

Students learn how to work with exponents and logarithms, graph linear equations and solve a system of simultaneous linear equations. The course develops skills in graphing functions and ability to understand graphical arguments and solving word problems with an emphasis on applications to management, decision making and economics.

### **MGT530 – MANAGERIAL ACCOUNTING – 3 credits**

This course introduces the accounting procedures and concepts used to meet the informational needs of management. Stress is placed on the identification, accumulation, reporting and interpretation of cost information for decision making and control in the general context of a manufacturing operation.

In addition, this course enables the student to evaluate and utilize the information supplied to management by the accounting department of a business concern. The purpose of this course is to ensure that the non-accounting major is able to understand and use the accountant's tools.

It covers the fundamental theories, principles and practices in managerial accounting that provide a foundation for further study in finance and other business courses.

The course also introduces the analysis of financial results and emphasizes the vocabulary, methods and processes by which for-profit business transactions are communicated.

### **MGT540 – OCCUPATIONAL SAFETY FOR AIRPORTS – 3 credits**

General principles of safety are studied in a broad context and from the perspective of the federal Occupational Safety and Health Administration (OSHA), the Federal Aviation Administration (FAA) and the Environmental Protection Agency (EPA) and related regulations.

The course addresses issues of ergonomics, including an overview of the human body's systems and evaluation of the physiological response of the human body to occupational activities with emphasis on task design; the use of biomechanics in the evaluation and design of work activities.

It also examines the basic concepts of industrial hygiene and the role of human factors in the workplace with particular emphasis on their relationship with safety. Concepts related to safety management systems and other social and policy-level aspects of implementation and maintenance of best practices in safety for aviation and for airports are discussed.

The course evaluates different training systems and their design and effectiveness in training operations based on the principles discussed in the course.

### **MGT545 – AIRPORT PLANNING AND OPERATIONS – 3 credits**

This course covers issues in airport planning and its importance to smooth aviation operations. Duties and responsibilities of airport managers in the context of government regulations, safety and security issues and environmental constraints are examined.

It introduces practical ideas on major aspects of airport design and construction and helps planners to develop the needed infrastructure for moving people efficiently and cost-effectively. It addresses such issues as noise abatement and air pollution, the politics of airport development and the integration of connecting transportation modes. The airport's master plan is discussed.

### **MGT550 – AIRPORT SECURITY – 3 credits**

This course instructs students in the steps necessary for airport managers to maximize safety and security at their facilities.

It provides an understanding of airport security requirements, rules and regulations; forming an airport security planning team; developing an airport master plan security annex; and coordinating the airport security plan with a crisis and contingency plan.

The course provides information on identifying assets, assessing threats, risks and security risk

management options, and preparing security risk management plans. Airport characteristics and vulnerabilities are identified, as are the impacts of passengers and visitors on security. The relationship of hangars, locks, perimeter controls, lighting, signage and other identification systems to airport security is also discussed.

### **MGT555 – AVIATION ECONOMICS AND FINANCE – 3 credits**

This course provides a comprehensive analysis of airport economics and financial management. Principles of macro- and micro-economics will be addressed as they pertain to course material. Market and cost structures, utilization of equipment and human resources and pricing models will be explored. Financial management will be examined from the perspective of equipment purchases versus leasing and investment options.

The course takes an overall look at the structure of air transportation, including airlines, general aviation and airports; entry and exit factors for airlines and Fixed Base Operators (FBO) costs of service; costs of FBO operations; the demand for airline and general aviation services; airline and FBO rate structures and ratemaking factors; airport cost structures; capacity management; market segmentation; demand forecasting; regulatory impact on commercial and general aviation; profits, cash flow and marketing; and revenue management.

### **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).

### **MGT565 – MARKETING AND PUBLIC RELATIONS – 3 credits**

The course covers institutions, techniques, policies and procedures utilized in the planning and execution of activities that affect the direct flow of goods and services from producers to consumers. It introduces a managerial approach to the study of

marketing, develops managerial perspective and analytical ability in solving marketing problems, and deals with the management challenge of designing and implementing the best combination of marketing variables to carry out a firm's strategy in its target markets.

It applies marketing concepts, principles and procedures for planning, development, implementation and control of marketing programs in for-profit and nonprofit organizations. Emphasis is on the matching of organization resources and strengths with global marketing opportunities, and strategies to overcome environmental threats. The course examines issues related to promotion, pricing, distribution, forecasting and management of a sales force.

### **MGT570 – LABOR RELATIONS – 3 credits**

The course covers the interaction of labor and management in the organization, emphasizing the impact of labor organizations. Coverage starts at the firm level and extends to national and international dimensions of labor management relations.

It examines negotiations in labor relations in unionized and non-unionized workplaces. Issues include pre-employment discussions, collective bargaining, arbitration, mediation, renegotiating contracts and multiparty discussions. It analyzes grievance arbitration, interest arbitration, mediation and fact-finding as well as combinations of these procedures, including the role of third-party intervention.

The course surveys laws governing labor relations and employee rights in the workplace, as well as the legal framework in which collective bargaining takes place, including negotiations for and enforcement of collective bargaining agreements. The course also addresses ensuring safe employment practices and developing legally sound policies and procedures.

### **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



Meeting the increasing demand for air travel will have a massive environmental impact both on a local and global scale. Aviation can affect air quality and, possibly, weather patterns. To address these consequences, there are a number of steps that aviation businesses have taken. Some of the actions taken have resulted from government regulation; others have been voluntary. The course examines the patchwork of local, federal and international rules and regulations that address the environmental effects of aviation.

### **MGT585 – AVIATION INSURANCE – 3 credits**

This course covers the history, market structure and legal issues related to aviation insurance in the US. Specifically, it looks at topics in contracts and aircraft and airport liability insurance.

### **MGT600 – THESIS – 4 credits**

The student who wishes to conduct advanced scientific research in an area of interest can elect to write a thesis under faculty supervision. This enhances the student's powers of quantitative and qualitative analysis as well as formal exposition. The topic for research must ordinarily be a current problem in the aviation management and must lend itself to empirical analysis. The finished thesis will be evaluated by a faculty committee and be kept on permanent file in the College library. Fees may apply.

### **MGT601 – MASTER'S PROJECT – 4 credits**

The student who wishes to investigate areas of interest not sufficiently covered in coursework can elect to do one or more projects under faculty supervision. The topic for each project must ordinarily be a current one in an area of aviation management and sound theoretical underpinnings must be demonstrated. The proposal and completed projects will be evaluated by a faculty committee and be kept on permanent file in the College library.

This course integrates the skills and knowledge developed in earlier courses and emphasizes theoretical developments and case analyses. Formulation and implementation of strategies are stressed. Fees may apply.

## **BASIC SKILLS COURSES**

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Depending on a student's background, one or both of the following basic skills courses can be required:

### **MGT490 – MATH FOR BUSINESS APPLICATIONS – 2 credits**

A review of arithmetic and algebra will be followed by optimization techniques. These include basic

linear programming and first-order conditions arising in differential calculus.

Students learn how to work with exponents and logarithms, graph linear equations and solve a system of simultaneous linear equations. The course develops skills in graphing functions and ability to understand graphical arguments and solving word problems with an emphasis on applications to management, decision making and economics.

Working with systems of equations will be useful when students learn the concepts of linear programming. Working with the rules governing exponents is useful in working finance problems.

The course will also cover some elements of calculus (basic rules of differentiation and simple optimization), basic statistical concepts (elementary rules of probability; different types of averages such as expected value and the laws governing summation), etc. These concepts will be useful in statistics as well as in finance courses.

### **MGT495 – INFORMATION TECHNOLOGIES FOR MANAGERS – 2 credits**

A management information system (MIS) is a set of systems and activities used to provide managers with information needed to support planning and decision making. Businesses operate through their information systems, databases, data networks, supply chains and electronic commerce applications. This course provides an overview of a company's critical information infrastructure and data applications. Effective and efficient use of a firm's information resources is facilitated by computer-based storage, manipulation, retrieval, analysis and presentation of relevant information in a timely fashion.

This course provides a basic perspective on the design, development, implementation, utilization and administration of computer-based information systems; it introduces the application of computer-based information technology to the solution of business problems. It provides students with the background, concepts and skills necessary for informed professional use of computer resources, including the application of business software to support personal, group and organizational productivity.

Starting with basic computer literacy, topics covered include systems analysis and design; decision support systems; artificial intelligence, including expert systems, fuzzy logic and neural networks; end-user computing; telecommunications, including the Internet; and the application of information systems to a firm's competitive strategy.



## ACADEMIC CALENDAR 2019 – 2020\*

\* All dates are subject to change. Check the website: [www.vaughn.edu](http://www.vaughn.edu).

### FALL SEMESTER 2019

Registration	Mon., March 4, 2019 through Sat., August 31, 2019**
Labor Day Holiday	Mon., September 2
Classes Begin	Tues., September 3, 8 a.m.
Late Registration Begins (late fee will be imposed)	Tues., September 3
Tuition Payment Due	Tues., September 3
Program Adjustment Period (add/drop/change)	Tues., September 3 through Sat., September 14
Last Day to Register	Sat., September 15
Last Day to File for May 2020 Graduation	Tues., October 1
Columbus Day Holiday	Mon., October 14
Monday Schedule	Tues., October 15
Midterm Exam Period	Mon., October 21 through Sat., October 26
Last Day to Withdraw without Academic Penalty	Wed., November 6
Veterans Day Holiday	Mon., November 11
Thanksgiving Recess	Wed., November 27 through Sun., December 1
Classes Resume	Mon., December 2, 8 a.m.
Classes End	Fri., December 13
Exam Period	Tues., December 17 through Mon., December 23
Spring/Summer 2019 Grade Change Deadline	Mon., December 23
Winter Recess	Tues., December 24, 2019 through Mon., January 20, 2020

### SPRING SEMESTER 2020

Registration	Mon., March 4, 2019 through Sat., January 18, 2020**
Dr. Martin Luther King Jr. Day Holiday	Mon., January 20
Classes Begin	Tues., January 21, 8 a.m.
Late Registration Begins (late fee will be imposed)	Tues., January 21
Tuition Payment Due	Tues., January 21
Program Adjustment Period (add/drop/change)	Tues., January 21 through Sat., February 1
Last Day to Register	Sat., February 1
Presidents Day Holiday	Mon., February 17
Monday Schedule	Tues., February 18
Midterm Exam Period	Mon., February 24 through Sat., February 29
Last Day to Withdraw without Academic Penalty	Tues., March 24
Spring Recess	Mon., March 23 through Sun., March 29
Classes Resume	Mon., March 30, 8 a.m.
Last Day to File for September 2020 Graduation	Mon., March 30
Classes End	Tues., May 5
Exam Period	Wed., May 6 through Tues., May 12
Fall 2019 Grade Change Deadline	Tues., May 12
Honors Convocation	Wed., May 13
Commencement	Sat., May 16

### ACADEMIC SESSION I SUMMER 2020

Registration	Mon., March 4, 2019, through Fri., May 15, 2020**
Classes Begin	Mon., May 18, 8 a.m.
Late Registration Begins (late fee will be imposed)	Mon., May 18
Tuition Payment Due	Mon., May 18
Program Adjustment Period (add/drop/change)	Mon., May 18 through Wed., May 20
Last Day to Register	Wed., May 20
Memorial Day Holiday	Mon., May 25
Last Day to Withdraw without Academic Penalty	Mon., June 8
Classes End	Fri., June 26
Last Day to File for December 2020 Graduation	Fri., June 26
Summer Recess	Mon., June 29 through Sun., July 5

### ACADEMIC SESSION II SUMMER 2020

Registration	Mon., March 4, 2019, through Fri., June 26, 2020**
Classes Begin	Mon., July 6, 8 a.m.
Late Registration Begins (late fee will be imposed)	Mon., July 6
Tuition Payment Due	Mon., July 6
Program Adjustment Period (add/drop/change)	Mon., July 6 through Wed., July 9
Last Day to Register	Wed., July 9
Last Day to Withdraw without Academic Penalty	Mon., July 27
Classes End	Fri., August 14

## BOARD OF TRUSTEES

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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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MA, Monroe College

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FAA Designated Mechanic Examiner

FCC General Radio Telephone License

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## **DIRECTIONS**

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### **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 web sites: [mta.info](http://mta.info) and [hopstop.com](http://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.

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