

REVISION RECORD

Revision Number	Date	Pages	Revision Description	Initials
Original	7/16/14	All	Original Document	tjy
1	4/6/16	All	Inserted revision record; added contact information	tjy

TRANSFER OF CREDIT GUIDE

Transfer-In Credit Policy: Aviation Maintenance Training

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

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

Transfer-In Credit Policy: Aviation Flight Training

Upon their being accepted, the student will confer with the Flight School Director and be placed into the curriculum at a level that reflects their training background. Most flight training experience can be transferred under FAA Part 61. Advanced placement based on experience will be determined by a flight check, oral or written exam or both. In addition, the student must present to the Flight School Director their logbook with each page totaled and signed. Training experience credit will be determined by the above review and the FAA standard for the ratings previously received. These flight, oral and written exams will be used to determine the students level of flight and knowledge proficiency under FAA Part 61 in determining placement and course credit received.

Since the FAA dictates the standard for transfer of credit, an appeal on the decision for the number of hours to be transferred is not possible. A \$25 Administrative Fee will be assessed for this review and evaluation.

Tuition and fees for transfer of credit will be assessed on the basis of the remaining courses required to complete the program. The assessed costs will be determined by the current tuition and flight rates for each course in effect at the time of transfer.

An official transcript of course completions from SMAT with grade earned can be obtained for students requesting a transfer to other institutions. There is currently no fee assessed for official transcripts or copies of approved curriculum content.