

Sample Calculations for FAA Subject Grade:

Lecture	Total Points Possible	Student Points	Student % Score
Quiz 1	5	3	
Quiz 2	10	6	
Exam 1	30	25	
<u>Exam 2</u>	<u>40</u>	<u>30</u>	
Subtotal	85	64	75.3%
Lab			
Project	50	30	
<u>Project</u>	<u>70</u>	<u>50</u>	
Subtotal	120	80	66.67%

To arrive at the FAA subject score, add the lecture and the lab percents together, then divide by two. This will result in a 71.1% “sample” subject score.

The **College** final grade is computed differently. Each completed subject score is “weighted” in proportion to the number of hours of instruction it contains relative to the other subjects in the course. The weighted subject scores are then combined with the College final exam, (which is 20% of the final grade.) This score is the **College Grade**.

For example, to arrive at the College grade, multiply each subject grade times the factor determined by each subject’s length of instruction, and add the scores together. Then add in the final exam score weighted at 20% of the total score to find the grade obtained by one instructor. Add the grade found for each instructor together and divide by two to get the total college grade.

Sample Calculation for the College Grade for one instructor:

Subjects Completed	Grade	Hours/Subject	Factor	Factored Grade
Subject “A”	70%	20 hours	.5	35
Subject “B”	50%	10 hours	.25	12.5
Subject “C”	80%	10 hours	.25	20
Totals		40 hours	1.0	67.5
Final Exam	90%	→	→	→ times 80% = 54
				→ times 20% = 18
College grade for one instructor			→	→ = 72%

The College letter grade scale is as follows: 100-90% = A; 89-80% = B; 79-70% = C; 69-60% = D; 59-0% = F

Attendance Policy:

Since good work habits are needed to become a successful aircraft maintenance technician, students are expected to meet in the assigned area for roll call in the Aero building no later than 7:30 AM each day, and only take breaks when authorized. A student **missing more than 30 hours** in any semester course or **arriving late for class more than 6 times during the semester** may be dropped from that Aero Course. Students shall report the time missed for taking any unauthorized breaks or for missing any portion of lecture or lab to the instructor responsible for recording his or her progress for that day.

Missed Time Reports:

A missed time report form shall be completed by any student missing time, and maintained for each student by the instructor responsible for lab roll call in the following manner:

- At the time a student is tardy or absent the instructor will mark the student absent, enter the date, indicate whether the time missed was lecture or lab, and identify the subject(s) missed on the department attendance form.
(Note: It is the responsibility of each student to verify that absences due to late arrival have been reduced to actual time missed. If not corrected, each absence becomes six hours time lost per day. Verification shall be done on the same day of the late arrival.)
- Students must report any time missed on the **Time Make-up Form** and submit it to the appropriate instructor as soon as the student returns from the absence. It is the student’s responsibility to complete the time make-up form. At the time of make-up, the instructor will enter the date the work was made up and initial. At the end of each nine-week block of instruction the time missed and the time made up will be posted in the master records.
- All work must be made up in order to qualify for the A & P Mechanic certificate.
- The missed time report forms will be accessible for student verification.

Make up Policy:

All time missed due to being late or absent in any portion of a subject must be made up within that subject. It is the student’s responsibility to contact the instructor where the time was missed, to arrange to make up the time missed, and to verify that time made up is properly logged by that instructor.