

Arizona Automotive Institute
6829 N 46th Avenue, Glendale, AZ 85301
2018-2019 Catalog
Catalog Addendum Effective December 26, 2018

Effective November 1, 2018, the first paragraph of the Dispute Resolution, located on page 25 of the Catalog, has been updated as follows:

The following procedure shall apply to the resolution of any Dispute arising out or in any way related to a student's Enrollment Agreement with the School, any amendments or addenda thereto signed by the student or the subject matter thereof, the student's enrollment, attendance and completion of the student's education program, including without limitation, any statutory, tort, contract, equity or other claim (the "Dispute"):

Effective November 19, 2018, the first paragraph of the Admissions Requirements, located on page 8 of the Catalog, has been updated as follows:

The School admits, as students, applicants having an acceptable high school diploma, a General Educational Development (GED), or a recognized equivalent. Prior to starting classes, applicants will be required to submit proof of high school graduation or a recognized equivalency certificate (GED) to the school by providing the school with one of the following:

- A copy of their high school diploma from an acceptable high school
- A transcript confirming high school graduation
- A GED certificate or GED transcript reflecting passing scores
- A national or regional accredited college transcript documenting graduation from an associate degree or higher program with a graduation date listed
- Other equivalent documentation

Effective December 17, 2018, the Credit for Previous Training policy, located on page 10, and Transfer of Credit Hours to Other Institutions policy, located on page 28 of the Catalog, have been combined and updated as follows:

Transfer of Credit

Students who wish to transfer credits from another institution must submit transcripts from all postsecondary schools attended. An applicant may be granted transfer credit for courses taken at other schools that are determined to substantively address a consistent set of learning objectives compared with courses offered at Ancora Education campuses. Transfer of credit evaluations will be conducted using the following guidelines:

- An official transcript of the student's coursework must be furnished directly by the institution where the coursework was completed before any application for transfer credits can be accepted.
- The campus may request additional information such as course descriptions or syllabi if there is question on the comparability of program content to the program in which the student will enroll. The student is responsible for providing any requested additional information.
- The student may be required to demonstrate through testing any hands-on competencies before transfer credit is accepted for courses where such competencies are required.

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- Credits must have been earned in courses offered at institutions accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation at the time the credit was earned.
- A grade of "C" or higher must be earned in each course completed to be eligible for transfer from a non-Ancora owned school.
- A grade of "D" or higher must be earned in each course completed to be eligible for transfer from a commonly owned Ancora Education school.
- Credits will be evaluated on a course by course basis. In most instances, core requirements must be transferred within seven (7) year of completion. No timeframe restrictions will be imposed on general education coursework.
- Courses taken at institutions operating on quarter systems will be evaluated as direct equivalent credits into quarter credit programs. Those transferred from institutions operating on a semester basis to quarter hour institutions are multiplied by one and one half to convert them to quarter credit hours.
- In the case of a clock hour program, any course accepted must be at least the same number of clock hours as the course for which it is accepted. The student will also be required to demonstrate through testing any hands-on competencies prior to clock hour course credit being accepted for transfer.
- Courses that are classified as foundational in nature are not transferable.
- Transfer credits may impact the student' schedule, causing the student to be less than full-time, which may impact eligibility for some sources of financial aid.
- The student will not be charged any fees from the receiving institution for transferring in credits from other institutions. Students are responsible for all fees for obtaining official transcripts and supporting documentation for transfer of credit (Students receiving VA funding, see Proof of Previous Education).
- In all cases of transfer of credit, Ancora campuses will attempt to avoid excessive loss of previously earned credit and avoid coursework duplication. Any questions about transfer of credits/clock hours should be discussed with the Director of Education, or designee.

Maximum Transfer Credits Accepted (Residency Requirement)

The total credits not earned in residency, including credit by transfer and credit by proficiency testing, may not exceed seventy five percent 75% of the total credit hours (or clock hours for non-credit hour programs) required for the completion of the program of study. 25% of the student's total credit hours (or clock hours for non-credit hour programs) must be completed in residency.

Coursework Completed at Foreign Institutions

Credit earned at foreign institutions must be externally evaluated by a Ancora Education approved foreign credential evaluator which includes National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) members.

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Notice Concerning Transferability of Credits and Credentials Earned at Our Campus

Each Ancora Education campus is an accredited campus that is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits earned at a Ancora Education campus is determined solely by the receiving institution. The campus cannot and does not guarantee credit transfer.

Students wishing to transfer credits should first consult with the Registrar at those institutions concerning acceptance. Ancora Education campuses will provide official transcripts, for a fee, as well as course descriptions by request. Students with outstanding financial obligations will receive only unofficial transcripts, when requested. Accreditation alone does not guarantee credit transfer.

Transfer to Other Ancora Education Campuses

Students in good standing may transfer to another campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled.

Procedure: Transfer of Credit

The student is responsible for requesting official transcripts be sent from the prior institution directly to Ancora Education campuses.

- All requests for transfer credit must be submitted by the end of the first term of attendance at the school
- Since transfer credits impact scheduling and on time completion for students, students who submit official transcripts after the drop/add period in the student's first term may see changes to scheduling and on time completion
- If needed to evaluate comparability of credit, the student may need to request course descriptions and syllabi from the prior institution
- The Director of Education, or designee, will review credits based on the guidelines listed above
- The Director of Education, or designee, will fill out the Transcript Evaluation Form and notify the student of the credits accepted for transfer
- Students wishing to appeal decisions on transfer credit should submit request in writing to the Executive Director to identify reasons for appeal
- The Executive Director will request follow-up information as needed for the appeal
- The Executive Director will submit appeal through the Office of the Chief Academic Officer
- The Executive Director will notify student of final decision regarding transfer credit. The decision from the Office of the Chief Academic Officer will be final
- Once transfer credit is accepted, the student's tuition will be adjusted based on the number of credits successfully transferred in.

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Effective December 26, 2018, the Memberships listing in the section of the Catalog titled Accrediting Agencies, Approvals/State Licenses, and Memberships, located on page 6, has been amended to read as follows:

Memberships

- Arizona Automotive Institute is a member of the following organizations:
 - Arizona Private School Association
 - Automotive Service Associates
 - Better Business Bureau
 - Glendale Chamber of Commerce
 - Air Conditioning Contractors of America – Arizona
 - Refrigerator Services Engineers Society
 - Specialty Equipment Market Association
 - American Welding Society Educational Association
 - NCCER (National Center for Construction Education and Research)

Effective December 26, 2018, the second paragraph of the Standards of Academic Progress for VA Students policy, located on page 39 of the Catalog, has been amended to read as follows:

VA students who fail to meet SAP standards at the end of an evaluation period will be placed on a probation (SAP Warning) for one (1) evaluation period. During this probation period, the VA student will continue to receive VA educational benefits. If SAP standards are not met by the end of their probation period, VA education benefits will be terminated.