ADDENDUM *Redstone College* ***Effective: 08/04/2011***

SKU #6466b ■ Volume 7, No. 2 ■ March 2011

Information in this addendum augments or amends the Redstone College 2011 Academic catalog and remains in effect until a subsequent addendum is published.

Page 2
Replace:

New Mexico Commission on Higher Education
2048 Galisteo Street
Santa Fe, NM 87505-2100
Telephone: 505-476-8400
Website: http://hed.state.nm.us/complaint.aspx

Page 3
Replace:

ACADEMIC CALENDAR

CALENDAR FOR **A&P** AND **AET** STUDENTS

(for students who started their program **before** August 5, 2010)

Redstone College may change or modify the Academic Calendar at any time

JULY 2011 COURSE

Start Date	July 25
End Date	August 25
Graduation Ceremony	August 29

AUGUST 2011 COURSE

Start Date	August 29
Break Day	September 5
End Date	September 30
Graduation Ceremony	October 3

OCTOBER 2011 COURSE

Start Date	October 5
End Date	November 7
Graduation Ceremony	November 8

NOVEMBER 2011 COURSE

Start Date	November 9
Break Days	November 23 to 25
End Date	December 15
Graduation Ceremony	December 19

JANUARY 2012 COURSE

Start Date	January 5
Break Days	January 23
End Date	February 8
Graduation Ceremony	TBD

FEBRUARY 2012 COURSE

Start Date	February 10
End Date	March 14
Graduation Ceremony	TBD

MARCH 2012 COURSE

Start Date	March 19
End Date	April 19
Graduation Ceremony	TBD

APRIL 2012 COURSE

Start Date	April 23
End Date	May 24
Graduation Ceremony	TBD

CALENDAR FOR **CM** AND **HVAC** STUDENTS

AUGUST 2011 TERM

Orientation	August 3
Start Date	August 4
Add/Change Date	August 10
Last Day to Drop Classes	August 17
Break Day	September 5
End Date	October 6
Graduation Ceremony	October 10 or 11

OCTOBER 2011 TERM

Orientation	October 11
Start Date	October 12
Add/Change Date	October 18
Drop Date	October 25
Break Days	November 23 to 25
End Date	December 16
Graduation Ceremony	December 19

ACADEMIC CALENDAR

(for students starting their program **on** or **after** Aug 5, 2010)

Redstone College may change or modify the Academic Calendar at any time

CALENDAR FOR **A&P**, **CM, HVAC**, AND **WIND** STUDENTS

AUGUST 2011 TERM (Start for A&P, CM, HVAC and Wind)

Orientation	August 3
Start Date	August 4
Add/Change Date (CM, HVAC)	August 10
Drop Date (CM, HVAC)	August 17
Break Days (A&P, CM, HVAC, Wind)	September 5 to 6
Break Day (A&P, Wind)	September 6
End Date	October 6
Graduation Ceremony (for CM, HVAC, Wind only)	October 10 or 11

OCTOBER 2011 TERM (Start for A&P, HVAC and Wind)

Orientation	October 11
Start Date	October 12
Add/Change Date (CM, HVAC)	October 18
Drop Date (CM, HVAC)	October 25
Break Day (A&P, Wind)	November 11
Break Days (A&P, CM, HVAC, Wind)	November 23 to 25
End Date	December 16
Graduation Ceremony (for CM, HVAC, Wind only)	December 19

JANUARY 2012 TERM (Start for A&P, HVAC and Wind)

Orientation	January 4
Start Date	January 5
Add/Change Date (CM, HVAC)	January 11
Break Day (A&P, CM, HVAC, Wind)	January 16
Drop Date (CM, HVAC)	January 19
Break Day (A&P, Wind)	February 7
End Date	March 8
Graduation Ceremony	TBD

MARCH 2012 TERM (Start for A&P, HVAC and Wind)

Orientation	March 13
Start Date	March 14
Add/Change Date (CM, HVAC)	March 20
Drop Date (CM, HVAC)	March 27
Break Days	April 13
End Date	May 15
Graduation Ceremony	TBD

MAY 2012 TERM (Start for A&P, HVAC and Wind)

Orientation	May 18
Start Date	May 21
Add/Change Date (CM, HVAC)	May 25
Break Day (A&P, CM, HVAC, Wind)	May 28
Drop Day (A&P, CM, HVAC, Wind)	June 4
Break Day (A&P, Wind)	June 21
End Date	July 25
Graduation Ceremony	TBD

AUGUST 2012 TERM (Start for A&P, HVAC and Wind)

Orientation	August 4
Start Date	August 7

Add/Change Date (CM, HVAC)	August 13
Drop Date (CM, HVAC)	August 20
Break Day (A&P, CM, HVAC, Wind)	September 3
Break Day (A&P, Wind)	September 7
End Date	October 9
Graduation Ceremony	TBD

OCTOBER 2012 TERM (Start for A&P, HVAC and Wind)

Orientation	October 12
Start Date	October 15
Add/Change Date (CM, HVAC)	October 19
Drop Date	October 26
Break Day (A&P, Wind)	November 14
Break Days (A&P, CM, HVAC, Wind)	November 21 to 23
End Date	December 19
Graduation Ceremony	TBD

CALENDAR FOR **A&P** AND **AET** STUDENTS

JUNE 2011 TERM (Start for A&P and AET)

Orientation	June 21
Start Date	June 22
Break Day	July 4
	July 25 to August 3
End Date	September 2

SEPTEMBER 2011 TERM (Start for A&P and AET)

Orientation	September 6
Start Date	September 7
Break Days	October 7, 10 and 11
End Date	November 10

NOVEMBER 2011 TERM (Start for A&P and AET)

Orientation	November 11
Start Date	November 14
Break Days	November 23 to 25
	December 19 to
	January 4, 2012
End Date	February 6, 2012
Graduation Ceremony	TBD

FEBRUARY 2012 TERM (Start for A&P and AET)

Orientation	February 7
Start Date	February 8
Break Days	March 9, 12 and 13
End Date	April 12
Graduation Ceremony	TBD

APRIL 2012 TERM (Start for A&P and AET)

Orientation	April 13
Start Date	April 16
Break Days	May 16 to 18
	May 28
End Date	June 20
Graduation Ceremony	TBD

JUNE 2012 TERM (Start for A&P and AET)

Orientation	June 21
Start Date	June 22
Break Days	July 26 to August 6
	September 3
End Date	September 6
Graduation Ceremony	TBD

SEPTEMBER 2012 TERM (Start for A&P and AET)

Orientation	September 7
Start Date	September 10
Break Days	October 10 to 12
End Date	November 13
Graduation Ceremony	TBD

NOVEMBER 2012 TERM (Start for A&P and AET)

Orientation	November 14
Start Date	November 15
Break Days	November 21 to 23
	December 20 to
	January 4, 2013
End Date	February 6, 2013
Graduation Ceremony	TBD

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Replace:

BASIC ELECTRONICS

CERTIFICATE PROGRAM

DAY SESSION:	10 Months (4 Terms)
EVENING SESSION:	Not Offered
CREDIT HOURS:	63
CLOCK HOURS:	924

PROGRAM DESCRIPTION

The college's Basic Electronics Program is 10 months long and includes 924 hours of instruction. The curriculum is divided into seven 132-hour classes, each lasting 22 days. Students are in class six hours per day. Each class covers a specific concept of electronics, primarily the principles vital for entry into any electronics related field. Instruction in the program consists of theory of electronic components, use of specialized equipment, advanced troubleshooting, along with soldering skills.

Page 11
Replace:

AIRFRAME SINGLE-RATING

CERTIFICATE PROGRAM

PROGRAM LENGTH:	12 months (5 Terms)
CREDIT HOURS:	87
CLOCK HOURS:	1207

PROGRAM DESCRIPTION

The Redstone College Airframe Single-Rating Program is fully certified by the Federal Aviation Administration (FAA) and meets all requirements of 14CFR Part 147. The program is 12 months long and includes 1207 hours of instruction, and is divided into eight 132-hour classes, one 85-hour class, and one 66-hour class. Students are in class six hours per day. Each class covers a specific requirement of the Part 147 General or Airframe subjects. Focused classroom lectures, coupled with hands-on lab projects, lead to a thorough understanding of all class topics. Students are graded on a 0 to 100 percentile scale and a grade of 70% is considered passing, except for the school final exams given in the Inspection, Review, and Testing class, where an 80% minimum score is required.

Page 12
Replace:

POWERPLANT SINGLE-RATING

CERTIFICATE PROGRAM

PROGRAM LENGTH:	12 Months (5 Terms)
CREDIT HOURS:	88.5
CLOCK HOURS:	1207

PROGRAM DESCRIPTION

The Redstone College Powerplant Single-Rating Program is fully certified by the Federal Aviation Administration (FAA) and meets all requirements of 14CFR Part 147. The program is 12 months long and includes 1207 hours of instruction, and is divided into eight 132-hour classes, one 85-hour class and one 66-hour class. Students are in class six hours per day. Each class covers a

specific requirement of the Part 147 General or Powerplant subjects. Focused classroom lectures, coupled with hands-on lab projects, lead to a thorough understanding of all class topics. Students are graded on a 0 to 100 percentile scale and a grade of 70% is considered passing, except for the school final exams given in the Inspection, Review, and Testing class, where an 80% minimum score is required.

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Replace:

SATISFACTORY ACADEMIC PROGRESS

To be in good academic standing with the college and to be eligible to receive Title IV aid, students must maintain satisfactory academic progress.

At the end of each term (payment period), each student is evaluated on three components to determine if he/she is maintaining satisfactory academic progress:

1. Cumulative Grade Point Average (CGPA)
2. Successful course completion rate
3. Maximum Time Frame – credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program)

EVALUATION POINT STANDARDS

Evaluation Point	Minimum CGPA	Minimum Successful Completion % of Credits	Academic Status
First Term	1.60	50%	FA Warning/ FA Probation/ FA Dismissal
Second and Subsequent Terms	2.0	66%	FA Warning/ FA Probation/ FA Dismissal

EVALUATION POINTS

Satisfactory academic progress evaluation points are tied to the student's academic progress at the end of each term. The EVALUATION POINTS STANDARDS chart describes the evaluation point standards for undergraduate students.

CUMULATIVE GPA REQUIREMENTS

Students must attain a CGPA of 1.60 at the end of the first term and 2.0 CGPA each term thereafter. A minimum 2.0 CGPA is required for graduation.

COMPLETION RATE REQUIREMENTS

At the end of the first term, students must have completed 50% of the cumulative credits attempted. From that point, students must complete 66% of the cumulative credits attempted to be making satisfactory progress.

To calculate the completion rate divide cumulative hours a student successfully completed by cumulative hours the student has attempted.

FINANCIAL AID WARNING, FINANCIAL AID PROBATION AND FINANCIAL AID DISMISSAL

At the end of each term (payment period), after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether the students are meeting the above requirements.

- Financial Aid Warning (FA Warning) is the status students will be placed in after the first term (payment period) that a student fails the SAP requirements listed above. Students on FA Warning must meet with their Program Chair or designee to develop an Academic Success Plan that, if followed, will ensure the student is able to meet SAP in a maximum of three terms. Students who meet the SAP Standards at the end of the FA Warning term will be removed from FA Warning and returned to a SAP Met/Good Standing status. Students not meeting the SAP requirements at the end of the term (payment period) may be dismissed and must appeal to remain in school (see SAP Appeals). Students placed on FA Warning are eligible to receive Title IV aid.
- Students not meeting SAP at the end of the FA Warning term must appeal to the school in writing describing the mitigating circumstances that led them to not meet SAP (please see SAP Appeals). If a student chooses not to appeal or his/her appeal is denied, he/she will be dismissed. A student whose appeal has been approved will be placed on Financial Aid Probation (FA Probation). Students on FA Probation will continue on an Academic Success Plan that, if followed, will ensure the student is able to meet SAP in a maximum of two terms (payment periods). Students who meet the SAP Standards at the end of their FA Probation term (payment period) will be removed from FA Probation and returned to a SAP Met/Good Standing Status. Students not meeting the SAP standards at the end of the FA Probation term but who continue to meet the requirements laid out in the Academic Success Plan will be allowed to continue and do not need to re-appeal. Students failing to meet the requirements laid out in the Academic Success Plan will be dismissed from the college. Students placed on FA Probation are eligible to receive Title IV aid.
- Students not meeting SAP and not meeting the requirements listed on the Academic Success Plan at the end of the FA Probation term (payment period) will be dismissed from school. Students who have mitigating circumstances that led them to not meet SAP (see SAP Appeals) or adhere to the Academic Success plan can appeal this dismissal. Students whose appeal has been approved will be placed on Financial Aid Dismissal SAP status. Students will continue on the Academic Success Plan that, if followed will ensure the student is able to meet SAP in a maximum of one term (payment period).
- Students on FA Warning have a maximum of three terms to meet SAP, students on FA Probation have a maximum of two terms to meet SAP and a FA Dismissal student has a maximum of one term to meet SAP. If at any point it is determined that it is mathematically impossible to meet the SAP standards in the maximum number of terms allowed, the student must be dismissed.

Situation	Academic Status	Federal Financial Aid Eligibility
First term in which CGPA and/or completion rate is below minimum standards	FA Warning	Students are still eligible for federal financial aid for the following 10-week term
Second consecutive term in which CGPA and/or completion rate is below minimum standards and who have appealed	FA Probation	Students are still eligible for federal financial aid for the following 10-week term pending successful appeal
Third consecutive term in which CGPA and/or completion rate is below minimum standards	FA Dismissal	Students are eligible for federal financial aid because they are following an Academic Success Plan and can meet the SAP requirements by the end of the Dismissal term.

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION

Grade	Credits Attempted	Credits Completed	Calculated in GPA
A - D (CM and HVAC)	Yes	Yes	Yes
A - C (A&P, AET, Wind)	Yes	Yes	Yes
F	Yes	Yes	Yes
Incomplete (I)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	No	No	No
No Pass (N)	No	No	No
Transfer credit (TR)	Yes	Yes	No
Proficiency credit (PR)	No	Yes	No
Audited course (AU)	No	No	No

A student who receives an "I" that results in a CGPA below the SAP standards will be placed on probation until such time as the "I" is removed and the CGPA is reevaluated.

MAXIMUM PROGRAM LENGTH (MPL)

Students must complete the entire program within one-and-one-half times the standard program length, which is defined by the college as the total number of credit hours in the program.

Therefore, the maximum time frame for any program is calculated by multiplying the number of total credits by 1.5. For example, a student enrolled in a 90-credit-hour program can attempt no more than 135 credit hours.

Should a student exceed the 150% maximum time requirement, he/she will be dismissed. Redstone College, as directed by the federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance regardless of the students' circumstances. See the chart on this page for further explanation.

Students may appeal the dismissal. Appeals will be reviewed on a case-by-case basis.

INCOMPLETES, WITHDRAWALS AND REPETITIONS

Students with course incompletes, withdrawals, repetitions, and those doing foundational work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress.
2. Students who satisfactorily complete a course but choose to repeat the course are eligible to receive Title IV aid for the first time the course is repeated. Any subsequent course repeats will not be Title IV eligible.

FOUNDATIONAL

Foundational course credits do not count toward the total number of credits for graduation nor do they count in the CGPA or Completion rate.

TRANSFER CREDIT

Accepted transfer credit from external schools will count toward completion of the student's program as both hours attempted and hours completed.

DUAL DEGREE

Students may earn two or more degrees from Redstone College; however, a student may only be enrolled in one degree at a time. Credits earned for the first degree may apply toward subsequent degrees. Upon enrolling in a second degree, a determination will be made of the student's satisfactory academic progress in the credits attempted and grades earned that count toward the new program of study.

PROGRAM CHANGES

The maximum time frame for a student who changes from one field of study to another is adjusted by subtracting the earned course credits that are common to both programs from the total credits in the new program and multiplying that number by 1.5. Depending on the program, the campus academic dean or designee will evaluate a student's academic progress and transfer all relevant courses. All transfer courses will be counted in completion ratio and used in computing the CGPA. Students must be admitted and enrolled in the new program by the end of the Add/Change or Drop period of the term applicable.

ACADEMIC FA PROBATION OR FA DISMISSAL APPEAL

Students who are eligible to appeal may do so by submitting an Academic Appeal form to the campus academic dean explaining the mitigating circumstances that affected his/her performance. See the following comprehensive list on appeal process. The student must provide documentation of the circumstances that had an adverse impact on his/her performance.

Appeal Process

The student must submit an Academic Appeal form explaining the mitigating circumstances that affected his/her performance and what changed in the student's situation that would allow the student to demonstrate satisfactory progress. The following is a comprehensive list of events which indicate there may be mitigating circumstances which have negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes metal health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no other means of transportation

- Documentation from a professional counselor
- Student is following the Academic Success Plan

Campus academic deans are responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness and the student's ability to avoid the circumstances. Any consideration of the conditions outside of the list provided must be appealed to the chief academic officer.

To appeal the application of the satisfactory academic progress standards, the student must follow the appeal process:

1. Obtain a Satisfactory Academic Progress Appeal Form from the program chair. The appeal must include:
   A. Why student failed to meet SAP
   B. What has changed that will allow the student to meet SAP at the next evaluation point
2. Prior to the last day of Drop or prior to the re-entry term, complete the form and submit it to the campus academic dean.
3. Should the appeal be granted, the student must meet with the campus academic dean or designee to develop an academic success plan.
4. Continue to attend regularly scheduled classes during the review period.

The campus academic dean will review the student's request and reach a decision no later than the 14th calendar day after the term start.

Appeal Process for Financial Aid Probation

The appeal can be approved if:

1. The student has a mitigating circumstance and
2. The student will be able to meet SAP at the end of the next term (payment period), or
3. The student is following the Academic Success Plan that, if followed, the student will meet SAP within two terms

If the appeal is granted, the student will be placed on a SAP status of Financial Aid Probation. As part of the FA Probation, the student must agree with and sign the Academic Success Plan developed by the campus academic dean or designee.

Appeal Process Dismissal

Students who successfully appealed FA Probation the previous term and are meeting the terms outlined in the Academic Success Plan but are still not meeting SAP do not have to appeal the Dismissal and will continue to remain eligible for Title IV aid for one additional term (payment period). In such a situation, the student's academic progress would be re-evaluated at the end of the next term.

If the student is not meeting the conditions stated on the Academic Success Plan, he/she must appeal this dismissal status.

The appeal can be approved if:

1. The student has a mitigating circumstance that occurred during the FA Probation term, and
2. The student will be able to meet SAP at the end of the next term (payment period)

Should an appeal be denied, the student's dismissal stands and he/she can no longer attend classes; any tuition charges that have been posted for the current term will be reversed. A student may appeal academic dismissal only one time.

REESTABLISHMENT AS A REGULAR (TITLE IV ELIGIBLE) STUDENT

Students who fail to meet the SAP standards for two consecutive terms or who are dismissed must complete the appeal. A student whose appeal has been approved is eligible to receive Title IV aid in that subsequent term. During that term, the student must follow the terms outlined in the Academic Success Plan. Students on FA Probation or FA Dismissal SAP status will remain in active school status and will have their progress evaluated at the completion of each term by the campus academic dean or designee.

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Insert:

HONORS SYSTEM FOR ALL PROGRAMS

- Students maintaining a term GPA of 3.60 or above will be placed on the **Dean's List** for that term
- Students graduating with a GPA from 3.60 to 3.99 will **Graduate with Honors**
- Students graduating with a GPA of 4.0 will **Graduate with Top Honors**

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Replace:

GRADING SYSTEM

Percentage Range	GPA Range	Letter Grade	Indicates
93 to 100	3.84 to 4.0	A	Excellent
90 to 92	3.60 to 3.76	A-	
87 to 89	3.36 to 3.52	B+	
83 to 86	3.04 to 3.28	B	Above Average
80 to 82	2.80 to 2.96	B-	
77 to 79	2.56 to 2.72	C+	
73 to 76	2.24 to 2.48	C	Average
70 to 72	2.00 to 2.16	C-	
0 to 69	0.0	F	Failure

Other Grades	Receive Credit	Affects GPA
I – Incomplete	No	Yes
W – Withdrawal	No	No
R – Repeat a Course	No	No
L – On Leave	No	No
TR – Transfer	Yes	No
AU – Audited Course	No	No
CR – Advanced Credit	Yes	No

Page 27
Replace:

GRADING SYSTEM

The grading policy for all CM and HVAC/R Courses:

Percentage Range	GPA Range	Letter Grade	Indicates
93 to 100	3.84 to 4.0	A	Excellent
90 to 92	3.60 to 3.76	A-	
87 to 89	3.36 to 3.52	B+	
83 to 86	3.04 to 3.28	B	Above Average
80 to 82	2.80 to 2.96	B-	
77 to 79	2.56 to 2.72	C+	
73 to 76	2.24 to 2.48	C	Average
70 to 72	2.00 to 2.16	C-	
67 to 69	1.76 to 1.92	D+	
63 to 66	1.44 to 1.68	D	Below Average
60 to 62	1.20 to 1.36	D-	
0 to 59	0.0	F	Failure

GRADING SYSTEM

The grading policy for all AET and Wind Courses:

Percentage Range	GPA Range	Letter Grade	Indicates
93 to 100	3.84 to 4.0	A	Excellent
90 to 92	3.60 to 3.76	A-	
87 to 89	3.36 to 3.52	B+	
83 to 86	3.04 to 3.28	B	Above Average
80 to 82	2.80 to 2.96	B-	
77 to 79	2.56 to 2.72	C+	
73 to 76	2.24 to 2.48	C	Average
70 to 72	2.00 to 2.16	C-	
0 to 69	0.0	F	Failure

Other Grades	Receive Credit	Affects GPA
I – Incomplete	No	Yes
W – Withdrawal	No	No
R – Repeat a Course	No	No
P – Pass	Yes	No
N – No Pass	No	No
U – Unregistered	No	No
L – On Leave	No	No
TR – Transfer	Yes	No
PC – Previous Credit	No	No
AU – Audited Course	No	No
PR – Proficiency	Yes	No

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Replace:

ADD/CHANGE PERIOD *(Applies only to CM and HVAC/R programs)*

Beginning with the first day of each term, there is an Add/Change period during which you will be allowed to add classes or otherwise change your schedule. The Add/Change period ends on the day designated in the academic calendar found in this catalog, but is generally at close of business on the seventh calendar day from the first day of classes, including the first day. You will not be allowed to add any classes after the Add/Change period.

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Insert:

DROP PERIOD

Beginning with the first day of each term, you may drop classes through the day designated on the academic calendar found in this catalog, but is generally at the close of business on the 14th calendar day from the first day of classes, including the first day. Once the Drop period ends, all schedules are final. You will be charged according to the enrollment status as of the end of the Drop period.

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Replace:

ATTENDANCE

AET AND WIND STUDENTS

Being present and fully engaged in every class is critical to student success. The college understands that it may not always be possible to attend every class. The attendance policy for students enrolled in the AET or Wind programs is as follows (for this policy, an absence is defined as the missing of an entire day of a class. If a student is present for any part of a class, he/she is considered as present for the class):

- AET and Wind students must attend at least one of the first three days at the start of a class in order to be considered enrolled in the class. Students who do not attend one of these first three days must begin the class the next time it is offered.
- AET students will be allowed a maximum of five absences for each 22-day class.
- Wind students will be allowed a maximum of five absences for each 22-day class. Additionally:
  - Wind students will be allowed only one of the five absences from the five- or six-day class special topic discussions.
  - Wind students must meet the special attendance requirements in the WN101 class dictated by certification organizations including OSHA and the Red Cross. These special attendance requirements will be detailed in the course syllabus.
- Students who exceed the maximum number of absences allowed in a class prior to completion of the 80% point of the class will receive a grade of "W."
- Students who exceed the maximum number of absences allowed in a class after the completion of the 80% point of the class will receive a grade of "F."
- It is the students responsibility to make-up any missed class material

Exceptions to this attendance policy will be made on a very limited case-by-case basis by the program chair or academic dean and may include:

- Jury duty, a court summons where you are required to appear as a witness, attending a funeral, a VA disability appointment, military weekend duty, immigration appointment, severe illness, etc. Documentation supporting the absence will be required.
- Limited job training or an off-campus interview properly documented on the "Redstone College Allowed Absence Slip."

If the school is forced to shut down or open late/close early due to extreme weather conditions, power outages, etc., the academic dean or campus president may make an exception to the attendance policy. These exceptions will be handled on a case-by-case basis.

Computing of grades at the end of a class

- All progressive test scores and the grade for the Special Topics Discussion in the WN classes are averaged together. This score is then averaged with the final exam score for a total academic grade. The total academic grade must be 70% or above to pass the class. If the total academic grade is less than 70%, the entire class must be retaken.
- All lab scores are averaged together for a total lab grade. The total lab grade must be 70% or above to pass the class. If the total lab grade is less than 70%, the entire class must be retaken.
- The total academic grade and total lab grade are averaged together for a final class grade.

With the exception of spot quizzes, which may be given at any time, each class syllabus will detail benchmarks for completion of class tests and labs. Each day a test or lab is completed past the set completion date, the maximum score achievable will drop by 10%. For example, one day past the set completion date, the maximum score achievable will be 90%, two days past will be 80%, etc.

The program chair or academic dean may make an exception to the set testing and lab completion date. Exceptions will be made on a case-by-case basis and may include:

- Jury duty, a court summons where you are required to appear as a witness, attending a funeral, a VA disability appointment, military weekend duty, immigration appointment, severe illness, etc. Documentation supporting the absence will be required.
- Limited job training or an off-campus interview properly documented on the "Redstone College Allowed Absence Slip."

If the school is forced to shut-down or open late/close early due to extreme weather conditions, power outages, etc, the academic dean or campus president may make an exception to the set completion dates for tests and labs. These exceptions will be handled on a case-by-case basis.

CM AND HVAC STUDENTS

Being present and fully engaged in every class is critical to student success. The college understands that it may not always be possible to attend every class. The attendance policy for students enrolled in the CM or HVAC programs is as follows (for this policy, an absence is defined as the missing of an entire night of a class. If a student is present for any part of a class, he/she is considered as present for the class):

- For classes that meet one night per week (3-credit):
  - Students must attend either week one or week two of the class to be considered enrolled in the class.
  - Students will be allowed a maximum of three absences for the term.
  - Students taking the CM225 Job Safety class are allowed no absences if they choose to receive the 30-hour OSHA Safety Certificate.
- For classes that meet two nights per week (6-, 6.5-, or 7-credit):
  - Students must attend at least one class in week one or week two of the scheduled class to be considered enrolled in the class.
  - Students will be allowed a maximum of five absences for the term.
- For classes that meet three nights per week (9-credit):
  - Students must attend at least one class in week one or week two of the scheduled class to be considered enrolled in the class.
  - Students will be allowed a maximum of seven absences for the term.
- Students who exceed the maximum number of absences allowed in a class prior to completion of the 80% point will be dropped from the class and will receive a grade of "W."
- Students who exceed the maximum number of absences allowed in a class after the completion of the 80% point of the class will receive a grade of "F."
- It is the student's responsibility to make up any missed class material.

Exceptions to this attendance policy will be made on a very limited case-by-case basis by the program chair or academic dean and may include:

- Jury duty, a court summons where you are required to appear as a witness, attending a funeral, a VA disability appointment, military weekend duty, immigration appointment, severe illness, etc. Documentation supporting the absence will be required.
- Limited job training or an off-campus interview properly documented on the "Redstone College Allowed Absence Slip."

If the school is forced to shut down or open late/close early due to extreme weather conditions, power outages, etc., the academic dean or campus president may make an exception to the attendance policy. These exceptions will be handled on a case-by-case basis.

Computing of grades at the end of HV classes:

- The mid-term and final exam scores are averaged together for a total academic grade.
- All lab scores are averaged together for a total lab grade.
- The total academic grade and total lab grade are averaged together for a final class grade. The final class grade must be 60% or above to pass the class.

Computing of grades at the end of a term for APM, CA, CM, ENG, MTH, PDC, and SOC courses:

- All exams and KGAs are averaged together as detailed in the course syllabus.

With the exception of spot quizzes, which may be given at any time, each class syllabus will detail benchmarks for completion of class tests and labs. Each day a test or lab is completed past the set completion date, the maximum score achievable will drop by 10%. For example, one day past the set completion date, the maximum score achievable will be 90%, two days past will be 80%, etc.

The program chair or academic dean may make an exception to the set testing and lab completion date. Exceptions will be made on a case-by-case basis and may include:

- Jury duty, a court summons where you are required to appear as a witness, attending a funeral, a VA disability appointment, military weekend duty, immigration appointment, severe illness, etc. Documentation supporting the absence will be required.
- Limited job training or an off-campus interview properly documented on the "Redstone College Allowed Absence Slip."

If the school is forced to shut down or open late/close early due to extreme weather conditions, power outages, etc., the academic dean or campus president may make an exception to the set completion dates for tests and labs. These exceptions will be handled on a case-by-case basis.

Page 33

Insert:

DISCRIMINATION

Redstone College prohibits unlawful discrimination or harassment on the basis of disability. A student who believes that he/she has been harassed or discriminated against on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act may file a written complaint to his/her campus president. Within 20 business days after receipt of the complaint, the student will receive written notification of the outcome of the campus president's investigation into his/her complaint to include corrective actions taken, if appropriate based on the outcomes, to prevent further harassment.

A student may appeal to the disability discrimination appellate officer any final, written decision of the campus president regarding his/her claim. A student has 10 days from receipt of the written decision from the campus president to appeal. Upon request, and where the student can show good cause, the disability discrimination appellate officer (appellate officer) has the discretion to permit the student to submit his/her appeal after the 10 days. If requested by the appellate officer, the campus president will forward any requested documentation or information in writing to the appellate officer. Student-appellants,

however, are encouraged to submit a thorough and complete statement in their appeal of the basis for the challenge and should attach any relevant documentation.

In his/her discretion, the appellate officer may rely solely on the student's appeal and the written record. However, the appellate officer may conduct a hearing or request oral presentations if he/she deems warranted by the circumstances. If the appellate officer conducts a hearing or requests oral presentations, such hearing or presentation will be carried out usually within 10 working days of receiving all appeal materials from the student and any additional information from the campus president. However, this period of time may be extended due to the unavailability of the appellate officer, witnesses, the student-appellant, and the like.

The appellate officer will render a decision regarding the outcome of the appeal and notify the student-appellant and the campus president in writing as soon as possible but generally no later than 20 business days from receipt of all information from the student-appellant and the completion of any hearing, testimony, or oral presentations. This decision will include corrective actions taken, if necessary based on the outcome, to prevent further harassment. Decisions of the appellate officer are final.

To submit an appeal, students should contact MySafeCampus at 1-888-331-3036 or via the internet portal at www.mysafecampus.com. Both of these methods are available 24 hours a day, seven days a week. In using either method to submit an appeal, the student should indicate "Discrimination" as the category selection.

The college will not tolerate unlawful retaliation against any student who in good faith raises an issue regarding violations of Section 504 of the Rehabilitation Act of 1973. If a student believes he/she has been retaliated against in violation of this policy, the student is encouraged to immediately report the retaliation in writing to the campus president.

Page 36
Replace:

Questions or concerns that are not satisfactorily resolved by college officials for the state of New Mexico students may be brought to the attention of:

New Mexico Commission on Higher Education
2048 Galisteo Street
Santa Fe, NM 87505-2100
Telephone: 505-476-8400
Website: http://hed.state.nm.us/complaint.aspx

Page 49
Replace:

RETURNING STUDENTS

A student who returns to college within **six months** of his/her last day of attendance does not need to complete a new application or enrollment agreement unless there has been an academic change to the program. A returning student whose start date is beyond six months of his/her last date of attendance is required to complete a new enrollment agreement.

Graduates returning at any time for another program or an additional degree must complete a new enrollment agreement.

All returning students will be charged tuition as identified in the catalog according to their date of re-entry.

RE-ENROLLMENT

If an individual does not start class in the term for which he/she originally applied for admission, the registration fee will remain valid for three terms. This includes the current term applied and the two subsequent terms. To renew the enrollment process, the student must re-apply with his/her admissions representative and a new application will be required.

Page 50
Insert:

INFORMATION FOR VETERANS

Select programs at the Redstone campus are approved for the training of veterans. Please ask the college's Veterans Administration (VA) representative about specific programs.

CREDIT EVALUATION POLICY

Students receiving veteran's benefits *must* have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. Documentation of credit evaluation will be maintained in the veteran file.

PROGRESS POLICY

Progress will be monitored at the end of term for all students receiving veteran's benefits. If the student's CGPA falls below 2.0, or if progress falls below 66% of cumulative credits attempted at the end of any given term, the student will be placed on probation for the next two terms. If the student's CGPA is not raised to at least 2.0, or if progress continues below 66% of cumulative credits attempted by the end of the probation period, the VA will be notified and benefits will be interrupted.

Page 53
Replace:

ADD/CHANGE AND DROP PERIODS
(Applies only to CM and HVAC/R programs)

Beginning with the first class each term, there is an Add/Change period during which students will be allowed to add or drop classes from their schedule. In addition, there is a designated Drop period on the day designated in the academic calendar found in this catalog.

Once the Drop period ends, all schedules are final and the registrar will determine students' enrollment status based on these schedules and submit the status to the Business Office for tuition charges. Students will be charged according to their enrollment status as of the end of the Drop period.

New students are subject to a 14-calendar-day evaluation period at the beginning of the term during which Redstone College will evaluate the student's readiness to engage in his/her academic program. Factors that will be considered by the college will be attendance during the first two weeks of classes, academic progress and completion of the student finance process. In the event that the college determines that the student is not prepared to start his/her program of study, the student will be dismissed from all classes and will not be subject to any charges for tuitions and fees other than the registration fee and any books that are not returned.

Page 95
Replace:

ALTA COLLEGES, INC.

BOARD OF TRUSTEES
Laura Palmer-Noone, PhD
Chairperson

George A. Burnett
Chief Executive Officer, Trustee
Redstone College

Douglas Kelsall
Trustee

Robert Manning
Trustee

Liz Snowden
Trustee

James Turner
Trustee

ALTA COLLEGE ADMINISTRATION
George A. Burnett
Chief Executive Officer

David Borofsky
Provost and
Chief Academic Officer

Segar Annamalai
Chief Information Officer

Norm Blome
Chief Financial Officer

Matt Sopcich
Chief Marketing Officer

Bill Ojile
Chief Legal and Compliance Officer

Rick Yaconis
Chief Operating Officer

REDSTONE COLLEGE
ADMINISTRATION
Michael Couling
Campus President

Tim Guerrero
Campus Academic Dean

Jake Milstein
A&P Program Chair

Tim Braa
AET Program Chair

Harold Grimes
CM Program Chair

Ismail Fikir
HVAC/R Program Chair

Derek Johnson
Wind Technology Program Chair

Lynda Bishard
Business Office/Purchasing/
Bookstore

Cate Clark
Senior Director of Admissions

Alicia Harbin
Director of Campus Operations

Tawnya DeHerrera
Assistant Director of
Career Services

Kayla Decker
Assistant Director of
Student Finance

Vicki Middeker
Senior Registrar/
VA Certifying Official/SEVIS

Timothea Sampson
Executive Assistant

Steve Youngs
Maintenance Supervisor

Information in this addendum augments or amends the Redstone College 2011 Academic Catalog and remains in effect until a subsequent addendum is published.

Note: *The following fees are included in the total program cost:*
Registration Fee: $50 Mandatory Insurance Fee: $70

EFFECTIVE AUGUST 2011 TERM

Program	Credential	Campus	Number of Terms	Tuition p/Term	Tool Kit	Uniforms	Total Program Cost	Estimated Cost of Books p/Program	Grand Total
Airframe and Powerplant	AOS	DNX	8	$4,617	$1,849	$425	$39,305	$475	$39,780
Single-Rating Airframe	Certificate	DNX	5	$4,364	$1,849	$425	$24,189	$279	$24,468
Single-Rating Powerplant	Certificate	DNX	5	$4,364	$1,849	$425	$24,189	$299	$24,488

TECHNOLOGY PROGRAMS
TUITION AND CHARGES BY PROGRAM FOR STUDENTS ENROLLED IN A FULL-TIME SCHEDULE – EFFECTIVE AUGUST 2011 TERM

Program	Credential	Campus	Number of Terms	Tuition p/Term	Tool Kit	Uniforms	Total Program Cost	Estimated Cost of Books p/Term	Grand Total
OTHER PROGRAMS									
Wind Energy Technology	AOS	DNX	6	$4,772	$1,479	$525	$30,731	$75-$175	$31,781
Construction Management	AOS	DNX	8	$4,445	$595	$425	$36,675	$285-$385	$39,755
HVAC/R	AOS	DNX	8	$4,316	$1,849	$425	$36,897	$245-$345	$39,657
HVAC/R	Diploma	DNX	6	$4,316	$1,849	$425	$28,265	$245-$345	$30,335

Program	Credential	Campus	Number of Terms	Tuition p/Term	Tool Kit	Uniforms	Total Program Cost	Estimated Cost of Books p/Program	Grand Total
Advanced Electronics Technology (Avionics)	AOS	DNX	8	$4,617	$2,149	$425	$39,605	$519	$40,124
Basic Electronics	Certificate	DNX	4	$4,445	$2,129	$425	$20,429	$209	$20,638

CREDENTIAL ABBREVIATIONS:
Associate of Occupational Studies AOS

CAMPUS ABBREVIATIONS:
Redstone College DNX