

University of Central Missouri—Whiteman Air Force Base Site

Off-Site Center Proposal

Delivery Site:

Whiteman Air Force Base
Education Services Building
511 Spirit Blvd
Whiteman AFB, MO 65305

Mode of Program Delivery: Traditional (face-to-face) and online

Cooperative Partners:

Whiteman Air Force Base (WAFB)
State Fair Community College (SFCC)

Authorization:

Dr. Charles Ambrose, President

Contact Information:

Dr. Michael Grelle, Vice-Provost for Institutional Effectiveness and Assessment
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Proposal for Establishing a Presence at a Residence Center at Whiteman Air Force Base
Submitted by
University of Central Missouri
To
Missouri Department of Higher Education (MDHE)

Overview

University of Central Missouri (UCM) seeks to offer academic degree programming at Whiteman Air Force Base (WAFB), located approximately 10 miles from UCM's main campus. WAFB has an established educational services building with academic programming currently provided by State Fair Community College (SFCC), Park University, and Webster University. On June 11, 2012, WAFB's Force Development Flight Chief issued a call for proposals to deliver an on-ground aviation degree.

UCM is uniquely positioned to offer such a degree. Current UCM aviation degree programs include:

- Bachelor of Science, Professional Pilot
- Bachelor of Science, Aviation Management (with options in Flight Operations Management and Airport Management)
- Master of Science, Aviation Safety

UCM is the only institution in the state offering a Master of Science degree in aviation and is the only institution to own an active, public-use airport. Although UCM's aviation degree programs have evolved over time, the roots of these programs can be traced to the establishment of a flight program at UCM more than 40 years ago. Current programs fulfill the needs of the fast-growing aviation industry, hold Aviation Accreditation Board International (AABI) accreditation, and work closely with external aviation partners. Further, UCM aviation students have access to a full-range fleet of aircraft and flight operations at UCM's Skyhaven airport. UCM's aviation program and airport enjoy a positive national reputation for quality.

Students at the WAFB Educational Services center will be military personnel or individuals housed at WAFB and will have access to a range of aviation degree programs. The types of services offered at WAFB by an educational partner are mandated to be consistent with those offered on the main campus of that partner. Thus, students in the WAFB center will have access to all UCM services. Further, the United States Air Force will grant takeoff and landing privileges to UCM aircraft, allowing WAFB center students to have access to the same equipment and instructional techniques as employed on main campus and at Skyhaven airport.

WAFB provides office and classroom space free of charge for educational partners. The Educational Services building at WAFB was constructed within the last 10 years. This modern facility has classrooms and equipment comparable to that provided to instructors on UCM's main campus, has a library, and houses all educational partners. Program operating expenses

and services-related expenses will be borne by UCM internal allocations and revenue derived from program delivery.

In response to WAFB's request for proposal, UCM, with the assistance of SFCC, developed a proposal to offer a full-range of aviation programs at WAFB. The proposal, subject to the approval by the MDHE and the Higher Learning Commission, was formally accepted by WAFB in October. Thus, we request approval for UCM to offer degree programs at the WAFB Educational Services Building.

Assessment of Academic Programs and Services

Programs to be offered at WAFB include aviation programs available through UCM's main campus. These programs are:

- Bachelor of Science, Professional Pilot
- Bachelor of Science, Aviation Management (Flight Operations Management and Airport Management options)
- Master of Science, Aviation Safety

Requirements of the aviation degree programs offered at WAFB will be identical to those on main campus.

The Master of Science in Aviation Safety degree program is offered fully online; however, WAFB personnel will have access to advising for this program through a program administrator. All undergraduate degree programs will be offered primarily face-to-face (traditional mode) on site utilizing faculty who are either currently employed full-time by UCM's aviation program, or who meet the same qualifications as those required of adjunct faculty. The qualifications of faculty instructing the program at WAFB will be identical to the qualifications of faculty on main campus. Full-time faculty will be assigned to teach courses at WAFB as part of normal load. Currently, full-time faculty in aviation instruct approximately 65% of the courses on main campus. The ratio of instruction provided by full-time faculty to adjunct faculty is expected to remain similar to instruction provided on main campus.

To avoid duplication of existing programs, UCM and State Fair Community College (SFCC) agreed to a structure of course offerings that allows WAFB personnel pursuing aviation degrees to take SFCC non-aviation courses in fulfillment of degree requirements. This agreement is indicated in a memo to WAFB on page 1 of Attachment A ("A Proposal to Offer Aviation Degree Programs On-Ground at Whiteman Air Force Base"). Pages 8-13 of Attachment A provide details of the undergraduate degree program structure by course level and offering institution. It should be noted that students are not required to take non-UCM courses through SFCC. These courses may be transferred from any other recognized and accredited institute of higher education.

WAFB requires education partners to provide an on-site program administrator. This person is responsible for staffing an office in the Educational Services Building at WAFB. Specifically, the program administrator duties include but are not limited to (1) meet with prospective students,

(2) advise incoming and current students regarding program requirements and course schedules, (3) provide initial consultations and basic information regarding military tuition benefits, (4) work with UCM personnel to process course substitutions and determine applicability of military credits, (5) promote the aviation program through WAFB-approved processes, and (6) resolve enrollment issues and questions. Aviation program oversight, however, will remain under the control of UCM's Department of Aviation. Currently, UCM's aviation degree programs and airport are overseen by the Assistant Dean of Aviation.

Either directly or through the program administrator, all WAFB-based students will have access to services comparable to those on UCM's main campus.

Assessment of Need

The global demand for pilots and other careers in aviation is well-known. One forecast, provided by aircraft manufacturer Boeing, Inc., indicates a need for an additional 466,650 commercial pilots by 2029. This demand is fueled by several factors, including global growth in airline travel, increases in commercial air cargo, and demographics leading to large mandatory retirements. Global growth in air transport also positively affects the number of non-pilot aviation professionals needed as airports expand and new airports are added. Traditionally, a significant portion of aviation positions is filled by retiring Air Force personnel who have received advanced degrees in aviation.

It is UCM's understanding that WAFB conducted two internal survey-based assessments to determine the need for on-site delivery of aviation degree programs. While these surveys are proprietary and are not included with this document, the Request for Proposal from WAFB indicates that such a request originates only if there is a validated need for the program(s) requested {See Attachment B}. Thus, there is a surge in global demand for aviation professionals along with a (WAFB) self-identified need for aviation degree programs to be offered at WAFB. The programs offered at WAFB will serve only WAFB personnel or individuals housed at WAFB.

External support for UCM offering aviation academic programming at WAFB is provided by WAFB's acceptance of UCM's proposal and subsequent issuance of a Memorandum of Understanding (Attachment C).

Financial Analysis

WAFB provides space and other support in the Educational Services Building free of charge. Part B of Attachment C provides information on the space and services provided by WAFB.

Revenues from the program will be driven primarily by tuition collected on a semester credit hour basis. Although students in the professional pilot degree program will pay flight fees, no additional traditional fees (e.g., athletic fee, student technology fee, etc.) will be collected by UCM. The table below details financial projections over a five year window. WAFB covers all

Evaluation of Site Operation Effectiveness

On an annual basis, the Assistant Dean of Aviation and Dean of the Harmon College of Business and Professional Studies (in which the aviation program is housed) will examine program enrollments in total and across the degree programs offered. Course-level enrollments will also be examined to determine course-by-course financial performance.

At the end of year three of the program's operation, the Dean and Assistant Dean, in consultation with the Vice Provost for Institutional Effectiveness and Assessment will determine whether program enrollments have reached forecasted values. Should forecasts not be achieved in revenues or costs, a determination will be made regarding causes for lack of achievement and whether continuation of the program at the WAFB site is warranted. The following will be analyzed:

<u>Metric</u>	<u>Desired Achievement by End of Year 3</u>
Program Enrollments	52 students across all programs
Retention Rates	Equal to or greater than main campus retention rates
Revenues	Net revenue greater than or equal to zero
Facilities	Continued commitment from WAFB to maintain facilities
Support Services	Ability to effectively serve students taking classes at WAFB

In making the determination of whether to continue, UCM will also consider non-monetary benefits resulting from operating aviation programs at WAFB, whether enrollments on main campus have been positively affected by a UCM presence at WAFB, and whether other sources of revenue have resulted from offering aviation programs at WAFB. After review, a recommendation will be made to the university president regarding continuation of operations at the site.

Summary

UCM requests approval to offer academic degree programming at Whiteman Air Force Base (WAFB). WAFB has an established and modern Educational Services Building and has indicated a demand for onsite delivery of aviation degree programs. UCM is capable of delivering at WAFB programs of the same construct and quality as offered on main campus. Support services required are mandated by the Air Force to be indistinct from those available on campus. UCM's ability to provide quality academic programming and services at WAFB consonant with those on main campus are recognized by WAFB through their offering a Memorandum of Understanding for providing aviation degree programs at WAFB.

Approval of this request will provide net revenue contributions to UCM, address a market in need of higher education in aviation, and will allow UCM to continue to pursue the governor's goal of increasing access and completion for Missourians.

Attachment A

A Proposal to Offer Aviation Degree Programs On-Ground at Whiteman Air Force Base



**State Fair Community College
University of Central Missouri
July 10, 2012**



Office of the President
Administration 202
Warrensburg, MO 64093
Office 660-543-4112
FAX 660-543-8020

July 10, 2012

Air Force Education Services Program
Attn: Ms. Darla Rush
Force Development Flight Chief
509 FSS/FSD
511 Spirit Blvd., Suite 236
Whiteman Air Force Base, Missouri 65305

Dear Ms. Rush:

We are pleased to provide you with this proposal to offer on-ground aviation degree programs at Whiteman Air Force Base. The proposal is made jointly by State Fair Community College and the University of Central Missouri.

Specifically, we propose offering the following degree programs.

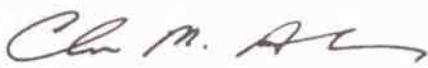
- Bachelor of Science in Professional Pilot
- Bachelor of Science in Aviation Management, Flight Operations
- Bachelor of Science in Aviation Management, Airport Management
- Master of Science in Aviation Safety

Embedded in the proposal is the ability for an undergraduate student to receive an Associate of Arts degree from State Fair through our already-existing reverse transfer and dual enrollment agreement. Through proper selection of courses, including acceptance of previously-earned credits, students may earn the Associate of Arts degree while working towards the Bachelor of Science degree. Also, although the Master's degree is offered in an online format, acceptance of this proposal will allow UCM to provide on-ground facilitation of enrollment in and advisement for the graduate degree program.

The proposal also indicates that we will provide program support structure, including advising, financial aid, enrollment services, on-ground aircraft and related services, in order to effectively deliver these degree programs. Although SFCC already maintains a full-range of services, UCM would supplement and enhance existing services in support of the proposed degree programs.

We appreciate the opportunity to provide this proposal, and look forward to your response.

Joining you in service,

Dr. Charles Ambrose
President
University of Central Missouri

Dr. Marsha Drennon
President
State Fair Community College

**Proposal to offer Academic Programs in Aviation
Whiteman Air Force Base, Knob Noster, Missouri**

This proposal of Academic Programs to Whiteman Air Force Base (WAFB) is made jointly by the University of Central Missouri (UCM) and State Fair Community College (SFCC) in response to the Air Force Education Services Program Request for Proposals for on-ground aviation degree programs.

The Department of Aviation at University of Central Missouri is one of the few major collegiate Aviation Accreditation Board International (AABI) accredited aviation programs in the country. Less than 35 of over 100 aviation schools who offer baccalaureate degrees in aviation have obtained AABI accreditation.

The University of Central Missouri is the only publicly funded University to offer Bachelor of Science and Master of Science degrees in aviation in the state. Additionally, UCM's Department of Aviation has one of only three Federal Aviation Administration (FAA) certified Fourteenth Code of Federal Regulations (14 CFR) Part 141 flight schools in the state of Missouri.

More than 200 students are currently majoring in aviation at the undergraduate and graduate level. Thus, the program is one of the largest degree programs on-campus. More than 70 students are enrolled in the MS degree program in aviation safety making it one of the largest graduate programs at Central. In an effort to meet the needs of Missouri citizens and military personnel at Whiteman AFB, the MS degree program is offered not only in Warrensburg on-campus, but also in online and weekend college format in Springfield, Missouri.

The Department of Aviation also sponsors the UCM Flight Team. This student organization provides opportunities for dedicated pilots to practice and develop aeronautical knowledge and skills. The Flight Team members compete in regional and national competitions held by the National Intercollegiate Flying Association (NIFA). The UCM Flight Team is a member of the NIFA Region VI Safety and Flight Evaluation Conference (SAFECON). The University's Max B. Swisher Skyhaven Airport (KRCM) has hosted 3 regional competitions. The UCM Flight Team has earned 11 regional championships since 1991 and frequently qualified for the National Championships.

Response to Request:

Proposing Institutions

The proposing institutions are the Department of Aviation at the University of Central Missouri (UCM), Warrensburg, Missouri and State Fair Community College (SFCC), Sedalia, Missouri.

1. Proposed Programs

This proposal is for the establishment of three Bachelor of Science degree programs and one Master of Science degree program as follows:

- i. The Bachelor of Science degree in Professional Pilot (see Appendix A);

- ii. The Bachelor of Science degree in Aviation Management – Flight Operations Management (see Appendix B);
- iii. The Bachelor of Science degree in Aviation Management – Airport Management (see Appendix C); and
- iv. The Master of Science degree in Aviation Safety (See Appendix D).

2. Characteristics of the program

Appendices A-D detail the degree requirements and schedule of course offerings by term (Fall, Spring, Summer). Appendix E summarizes the general education requirements available at WAFB to fulfill the UCM degree. All UCM and SFCC courses in the program will be offered at WAFB or online. SFCC offers courses at WAFB in 8-week sessions over the noon hour, in the evenings and on weekends. UCM courses at WAFB would also be structured in the 8-week session with similar availability. SFCC instructors report that the 8-week sessions are highly flexible and offer numerous advantages for WAFB personnel. For this reason, all non-flight program requirements will follow this format. Flight courses are offered with rolling admissions and starting/ending dates as needed by the student.

3. Recognition of credits based on military training or experience

Military personnel with Community College of the Air Force transcript credits are posted through the UCM Admissions Office. Coursework not substituted by the department will be brought in as elective credit. UCM will award a maximum of 30 credit hours of military credit based on ACE guidelines at the undergraduate level. Work can be substituted by the Department of Aviation using the “Application for Evaluation of Official Certifications, Licenses, Diplomas and Work Experience for College Credit” form. Advanced Placement (AP), International Baccalaureate Program (IB), and College Level Examination Program (CLEP) credit is awarded based on guidelines established by UCM’s Testing Services Office.

The UCM Graduate School allows a student to transfer a maximum of nine credit hours from an accredited institution to apply toward a master’s degree as specified in the Graduate Catalog. ACE credit may be accepted at the graduate level. ACE credit is considered transfer credit and is included in the maximum of nine hours that can be applied to a degree. All transfer courses must be applicable to the graduate degree and approved by the student’s advisor. It is the student’s responsibility to submit official completed transcripts demonstrating successful completion of the transfer credit to the UCM Graduate School.

4. Minimum and typical lengths of time needed for degree completion

The Bachelor of Science degrees require a minimum of 120 credit hours to complete. Typical time to degree completion is 4 years for a full-time student with no prior college credit hours earned. The Master of Science degree in Aviation Safety requires 32 credit hours for degree completion. The typical time to degree completion in the graduate program is 4-6 semesters.

5. Administrative and support services provided at WAFB

SFCC currently provides administrative support services including registration, institutional counseling, advisement and arrangements for textbook purchases and distribution. UCM will also provide administrative support services to students in the program. This includes on-base registration for the program and applicable course work, institutional counseling and advisement, and arrangements for textbook purchases. The faculty member serving as program coordinator at WAFB will be responsible for student program advisement. Additionally, a UCM Gateway Center Academic Advisor will be on WAFB once per week. The Gateway Center Academic Advisor provides review of academic course work from other institutions as well as advising for the Aviation programs.

6. Course size criteria

SFCC has pre-established class minimums and criteria. UCM's criteria to offer non-flight courses are a minimum of 5 students. Flight courses by their nature are individualized and, therefore, are not subject to a minimum enrollment.

7. Flexibility in class scheduling to meet the operational needs of the WAFB population

As noted in 2 above, the program courses are offered in 8 week sessions to better correspond with WAFB personnel availability. The UCM Registrar's office has also agreed to waive the requirement that the last 12 hours of the degree program are earned at UCM. As the WAFB population may be forced to transfer to another institution because of military duties, UCM will accept appropriate transfer credits approved by the UCM Aviation Department from other institutions to complete the degree requirements. The UCM course and credit requirements are detailed in "Other factors," point 4 below.

Evidence of Accreditation of Academic Programs

The Department of Aviation at UCM is accredited by the Aviation Accreditation Board International (AABI). This accrediting body sets standards for aerospace programs taught in universities around the United States and around the world. Academic programs are reviewed every five years. UCM last received accreditation on February 23, 2011. UCM Aviation has been continuously accredited by AABI since 1995. Appendix F includes correspondence from AABI indicating its knowledge and approval of offering aviation programs at Whiteman Air Force Base.

UCM is accredited by the Higher Learning Commission (HLC), a member of the North Central Association of Colleges and Schools. The HLC is one of six regional institutional accreditors in the U.S. UCM has been accredited by the HLC continuously since 1915. The last comprehensive evaluation was during the 2003-2004 academic year. The next evaluation is scheduled 2013-2014.

In-State institution State Approving Agency

Each of the proposed programs is currently fully approved and taught on-site at UCM. UCM also has approval and currently offers numerous undergraduate and graduate programs in Lee's Summit, and the aviation program provides the Master of Science degree in Springfield, Missouri. This specific proposal will be forwarded to the Missouri Department of Higher Education Coordinating Board for Higher Education (CBHE). The Missouri CBHE reviews requests for Off-Site Delivery of Existing Programs five times each year. The next upcoming date to receive proposals is October 1. Provided the proposal is filed with the CBHE by this deadline, the CBHE will consider approval of the off-site delivery during their December meeting. The required information for the proposal to the CBHE includes: 1) Need; 2) Collaboration; 3) Financial Projections; 4) Program Characteristics and Performance Goals; and 5) Quality Assurance for Off-Site Program. All of these criteria can and will be fully detailed in the CBHE request.

Other factors

- 1) Provisions for on-base part-time completion of degrees.

The proposed programs do not require full-time enrollment for completion. For undergraduate UCM students, the student's catalog at entry is valid for eight years. Provisions exist for updating catalogs as needed. Graduate students at UCM generally take programs on a part-time basis. For graduate students, the institution has developed procedures for students who are not enrolled in consecutive semesters; these policies would apply to students at WAFB.

The Department of Aviation anticipates that many students in this program will be working towards a degree on a part-time basis. Being accommodative to a student's job requirements and strong possibility of mobility is a large factor in the scheduling of course offerings in the program. SFCC reports much success in the 8 week course format that will be utilized in the program.

- 2) Advanced standing policies and statements

Part 3 above describes the advanced standing policies relating to the awarding of ACE credit, acceptance of CCAF credits and CLEP testing. UCM does not accept credit for programs and/or courses completed at non-university post-secondary technical institutions. No direct coordinated link exists between technical post-secondary institutions and university education. Thus, students in technical education programs may progress to higher levels of technical education but do not receive advanced standing, transfer credit or exemptions at University of Central Missouri.

Descriptions of non-university level institutions and post-secondary education includes craft courses, business education programs, short-term certificate and diploma programs, technician programs, and ordinary and higher diploma programs. These programs are offered at Polytechnics, Technical Training institutes, Institutes of Technology, private post-secondary technical institutions, and private post-secondary

commercial colleges. The terms vocational and technical refer to educational training outside the academic stream. “Vocational” education refers to secondary-level non-academic education and post –secondary education in highly practical fields. “Technical” education refers to a broader definition of non-academic education which includes vocational education and non-academic education. In post-secondary education, “technical” refers to applied areas and specialized areas.
(http://www.ucmo.edu/international/admission/transfer_policy.cfm?print=yes&)

- 3) Institutional, Veterans Administration, and Department of Education qualifications of Pell Grants, and direct or federally guaranteed loan programs.

The Military Tuition Package exempts eligible individuals from the application for admission fee and the new student fee. Eligible individuals enrolled at UCM qualify for in-state tuition rates and are exempt from paying mandatory general student fees. While exempt from fees, these individuals are granted the same access accorded other students (athletic, facilities, Pertle Springs, Student Activity, Student Recreation and Wellness Center, and University Union).

In order for a student to be considered for non-military assistance, such as grants and student loans, they will need to complete the Free Application for Federal Student Aid (FAFSA).

- 4) Institutional policies on resident course and credit requirements

Residence requirements establish a minimum number of credit hours which must be earned from UCM. Online courses and courses which are offered off campus but through UCM do count towards residence hours. Hours earned as SC or CR credit (AP/CLEP/IB/ military credits/work experience) do not count towards residence hours. A candidate for any bachelor’s degree must have earned the following minimum hours in residence at UCM:

- 30 hours overall
- 20 upper-level hours (3000/4000 level courses)
- 15 hours in the major
- 9 upper-level hours in the major
- 9 hours in the minor (if applicable)
- 1 upper-level hour in the minor (if applicable)

Additional Considerations

The University of Central Missouri currently maintains a fleet of 22 aircraft, consisting of:

- 1 Cessna 152
- 10 Cessna 172
- 3 Cessna 172S
- 3 Cessna 172RG
- 1 Beechcraft Barron BE58 twin high performance

- 1 Piper PA18
- 1 Piper Seminole PA44
- 2 Beechcraft Duchess BE76 twin trainers

To support the major in professional pilot, UCM would house a minimum of three aircraft at WAFB. Currently, university personnel are examining required Air Force landing permit applications, and would have these completed and ready for submission no later than the date of acceptance of this proposal. Further, UCM would utilize aircraft housed at WAFB to facilitate the formation of a flying club for use by WAFB personnel.

An agreement signed between SFCC and UCM in April, 2012, allows students to transfer courses from UCM to SFCC to apply towards the Associate of Arts degree. Thus, students in the undergraduate degree programs, with proper selection of coursework, would be able to earn an Associate of Arts from SFCC prior to completing the Bachelor of Science degree.

UCM and SFCC are prepared for a start date of this program as soon as January, 2013, should this proposal gain acceptance.

Institutional Contact Information

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APPENDIX A

Bachelor of Science degree in Professional Pilot

Year 1

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 1020	Aeronautics	2	F
UCM	AVIA 1310	FAA Private Requirements	4	F
UCM	AVIA 1320	Private Flight A	1	F/Sp/Su
SFCC	CIS 103	Introduction to CIS	3	F/Sp/Su
SFCC	ENGL 101	English Composition I	3	F/Sp/Su
SFCC	MATH 114	College Algebra	3	F/Sp/Su
UCM	AVIA 1321	Private Flight B	1	F/Sp/Su
UCM	AVIA 3310	Commercial Flight A	1	F/Sp/Su
SFCC	ECON 101	Principles of Macroeconomics	3	F/Sp/Su
SFCC	ENGL 102	English Composition II	3	F/Sp/Su
SFCC	MATH 125	Calculus for Business	3	F/Sp/Su
SFCC	PHYS 105	College Physics I with Lab	5	F/Sp/Su
Year 1		Total Credit Hours	32	

Year 2

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 2310	Propulsion Systems	3	F
UCM	AVIA 3313	FAA Instrument Flight A	1	F/Sp/Su
UCM	AVIA 3314	Instrument Flight B	1	F/Sp/Su
UCM	AVIA 3325	FAA Instrument Requirements	4	F
SFCC	Div 1B	General Education	3	F/Sp/Su
SFCC	Div 2B	General Education	3	F/Sp/Su
UCM	AVIA 3305	FAA COM Regulations	3	Sp
UCM	AVIA 3311	Commercial Flight B	1	F/Sp/Su
UCM	AVIA 3312	Commercial Flight C	1	F/Sp/Su
UCM	AVIA 3340	Aircraft Systems & Computers	3	Sp
UCM	AVIA 4350	Aviation Weather	3	Sp
SFCC	Div 2B	General Education	3	F/Sp/Su
Year 2		Total Credit Hours	29	

Year 3

Institution	Course Number	Course Title	CH	Semester
UCM	ATM 4032	Hydraulics/Pneumatics	3	F
UCM	AVIA 3315	Commercial Flight D	1	F/Sp/Su
UCM	AVIA 3316	Commercial Flight E	1	F/Sp/Su
UCM	AVIA 4010	Aerodynamics	3	F
UCM	AVIA 4220	Transport Aircraft Systems	2	F
SFCC	ENGL 112	Technical Writing	3	F/Sp/Su
SFCC	Div 2C2	General Education	3	F/Sp/Su
UCM	AVIA 3317	Commercial Flight F	1	F/Sp/Su
UCM	AVIA 4250	Flight Management Systems	3	Sp
UCM	AVIA 4500	Aviation Safety	3	Sp
SFCC	BSMT 108	Principles of Management	3	F/Sp/Su
SFCC	Div 2A1	General Education	3	F/Sp/Su
SFCC	Div 2D	General Education	3	F/Sp/Su
Year 3		Total Credit Hours	32	

Year 4

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 3330	Multi-Engine Certification	1	F/Sp/Su
UCM	AVIA 4040	Aviation Management	3	F
UCM	AVIA 4320	Physiology & Flying	2	F
UCM	AVIA 4370	Advanced Flight Crew Management	3	F
UCM	AVIA 4420	Air Transportation	3	F
SFCC	Div 2C1	General Education	3	F/Sp/Su
UCM	AVIA 4090	Aviation Law	3	F/Sp
UCM	ICAP 4113	Air Operations Management	3	Sp
SFCC	Div 2C2	General Education	3	F/Sp/Su
SFCC	Div 3	General Education	3	F/Sp/Su
Year 4		Total Credit Hours	27	

See Appendix E for Div 1B, 2A1, 2B, 2C1, 2C2, and 3 course requirements. The Minimum total credit hours earned for the Bachelor of Science degree is 120. The student must also earn a minimum of 30 credit hours in upper level courses and a minimum of 12 credit hours in the major must be earned in upper level courses. The student must also have a Grade Point Average of 2.0 or higher.

APPENDIX B

Bachelor of Science degree in Aviation Management – Flight Operations

Year 1

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 1020	Aeronautics	2	F
UCM	AVIA 1310	FAA Private Requirement	4	F
UCM	AVIA 1320	Private Flight A	1	F/Sp/Su
SFCC	CIS 103	Introduction to CIS	3	F/Sp/Su
SFCC	ENGL 101	English Composition I	3	F/Sp/Su
SFCC	Div 1B	General Education	3	F/Sp/Su
SFCC	ACCT 101	Financial Accounting	3	F/Sp/Su
UCM	AVIA 1321	Private Flight B	1	F/Sp/Su
SFCC	ECON 101	Principles of Macroeconomics	3	F/Sp/Su
SFCC	ENGL 102	English Composition II	3	F/Sp/Su
SFCC	MATH 114	College Algebra	3	F/Sp/Su
SFCC	Div 2B	General Education	3	F/Sp/Su
Year 1		Total Credit Hours	32	

Year 2

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 3313	Instrument Flight A	1	F/Sp/Su
UCM	AVIA 3314	Instrument Flight B	1	F/Sp/Su
UCM	AVIA 3325	FAA Instrument Requirement	4	F
SFCC	BADM 103	Legal Environment of Business	3	F/Sp/Su
SFCC	MATH 125	Calculus for Business	3	F/Sp/Su
SFCC	DIV 2B	General Education	3	F/Sp/Su
UCM	AVIA 4350	Aviation Weather	3	Sp
SFCC	MCOM 112	Introduction to Mass Media	3	F/Sp/Su
SFCC	ENGL 112	Technical Writing	3	F/Sp/Su
SFCC	PHYS 105	College Physics with Lab	5	F/Sp/Su
SFCC	DIV 2C2	General Education	3	F/Sp/Su
Year 2		Total Credit Hours	32	

Year 3

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 4010	Aerodynamics	3	F
UCM	AVIA 4500	Aviation Safety	3	F
SFCC	BSMT 108	Principles of Management	3	F/Sp/Su
SFCC	BSMT 106	Principles of Marketing	3	F/Sp/Su
SFCC	Div 2C1	General Education	3	F/Sp/Su
UCM	AVIA 4310	Air Traffic Control	2	Sp
SFCC	Math 127	Business Statistics	3	F/Sp/Su
SFCC	BSMT 117	Human Resource Management	3	F/Sp/Su
SFCC	Div 2A1	General Education	3	F/Sp/Su
SFCC	Div 2D	General Education	3	F/Sp/Su
Year 3		Total Credit Hours	29	

Year 4

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 4040	Aviation Management	3	F
UCM	AVIA 4090	Aviation Law	3	F
UCM	AVIA 4420	Air Transportation	3	F
UCM	AVIA 4430	Corporate Aviation Management	3	F
SFCC	Div 2C2	General Education	3	F/Sp/Su
UCM	AVIA 4380	Flight Operations management	3	Sp
UCM	FIN	Principles of Finance	3	Su
UCM	ICAP 4113	Air Operations Management	3	Sp
SFCC	Div 3	General Education	3	F/Sp/Su
Year 4		Total Credit Hours	27	

See Appendix E for Div 1B, 2A1, 2B, 2C1, 2C2, and 3 course requirements. The Minimum total credit hours earned for the Bachelor of Science degree is 120. The student must also earn a minimum of 30 credit hours in upper level courses and a minimum of 12 credit hours in the major must be earned in upper level courses. The student must also have a Grade Point Average of 2.0 or higher.

APPENDIX C

Bachelor of Science degree in Aviation Management – Airport Management

Year 1

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 1020	Aeronautics	2	F
SFCC	ENGL 101	English Composition I	3	F/Sp/Su
SFCC	MATH 114	College Algebra	3	F/Sp/Su
SFCC	DIV 1B	General Education	3	F/Sp/Su
SFCC	DIV 2B	General Education	3	F/Sp/Su
SFCC	ENGL 102	English Composition II	3	F/Sp/Su
SFCC	CAD 111	Introduction to Computer Drafting	3	F/Sp/Su
SFCC	PHYS 105	College Physics I with Lab	5	F/Sp/Su
SFCC	DIV 2B	General Education	3	F/Sp/Su
SFCC	DIV 2C2	General Education	3	F/Sp/Su
Year 1		Total Credit Hours	31	

Year 2

Institution	Course Number	Course Title	CH	Semester
SFCC	ACCT 101	Financial Accounting	3	F/Sp/Su
UCM	ATM 3010	Transportation Systems	3	F/Sp/Su
SFCC	BADM 103	Legal Environment of Business	3	F/Sp/Su
SFCC	MATH 125	Calculus for Business	3	F/Sp/Su
SFCC	DIV 2C1	General Education	3	F/Sp/Su
SFCC	MCOM 112	Introduction to Mass Media	3	F/Sp/Su
SFCC	ENGL 112	Technical Writing	3	F/Sp/Su
SFCC	MATH 127	Business Statistics	3	F/Sp/Su
SFCC	CIS 103	Introduction to CIS	3	F/Sp/Su
SFCC	DIV 2C2	General Education	3	F/Sp/Su
Year 2		Total Credit Hours	30	

Year 3

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 4040	Aviation Management	3	F
SFCC	ECON 101	Principles of Macroeconomics	3	F/Sp/Su
SFCC	CAD 105	Print Reading	3	F/Sp/Su
SFCC	BSMT 106	Principles of Marketing	3	F/Sp/Su
SFCC	DIV 2D	General Education	3	F/Sp/Su
UCM	AVIA 4310	Air Traffic Control	2	Sp
UCM	FIN	Principles of Finance	3	Su
SFCC	BSMT 108	Principles of Management	3	F/Sp/Su
SFCC	DIV 3	General Education	3	F/Sp/Su
SFCC	Div 2A	General Education	3	F/Sp/Su
UCM	SOT 3022	Internship	3	
Year 3		Total Credit Hours	32	

Year 4

Institution	Course Number	Course Title	CH	Semester
UCM	AVIA 4010	Aerodynamics	3	F
UCM	AVIA 4500	Aviation Safety	3	F
SFCC	BSMT 117	Human Resource Management	3	F/Sp/Su
UCM	SAFE 3000	Principles of Accident Causation	3	F
UCM	AVIA 4045	Airport Management	3	Sp
UCM	AVIA 4090	Aviation Law	3	Sp
UCM	AVIA 4420	Air Transportation	3	Sp
UCM	ICAP 4113	Air Operations Management	3	Sp
SFCC		Free Choice Electives	3	F/Sp/Su
Year 4		Total Credit Hours	27	

See Appendix E for Div 1B, 2A1, 2B, 2C1, 2C2, and 3 course requirements. The Minimum total credit hours earned for the Bachelor of Science degree is 120. The student must also earn a minimum of 30 credit hours in upper level courses and a minimum of 12 credit hours in the major must be earned in upper level courses. The student must also have a Grade Point Average of 2.0 or higher.

Appendix D

Master of Science degree in Aviation Safety

Required Graduate Courses	CH	Delivery	Sem.
Aviation 4040 Aviation Management	3	Online	F/Sp/Su
Aviation 4090 Aviation Law	3	Online	F/Sp/Su
Aviation 4500 Aviation Safety	3	Online	F/Sp/Su
Aviation 5030 Airport Planning and Design	3	Online	F/Su
Aviation 5500 Aviation Systems Safety and Risk Management	3	Online	Sp
Aviation 5510 Aviation Safety Program Management	3	Online	F
Aviation 5520 Aircraft Accident Investigation	3	Online	F/Sp/Su
Students must complete 3 credit hours from the following:			
Aviation 4420 Air Transportation	3	Online	F/Sp/Su
Aviation 4560 Systems Safety	3	Online	F/Sp/Su
Students must complete 3 credit hours from the following:			
CTE 5130 Research Methods in Applied Sciences and Technology	3	Online	Sp
SAFE 5940 Current Literature and Research in Safety	3	Online	Sp
Students must complete 5 credit hours in Graduate Electives			
Minimum Graduate Hours Total	32		

Appendix E

Division 1B (Div 1B) – Choose one course from the following

SFCC	SPTH 101	Public Speaking	3	F/Sp/Su
SFCC	SPTH 113	Basic Oral Interpretation	3	F/Sp/Su

Division 2A1 (Div 2A1)- Choose one course from the following

SFCC	BIO 103	Human Biology	3	F/Sp/Su
SFCC	CHEM 101	Introduction to Chemistry with Lab	4	F/Sp/Su

Division 2B (Div 2B) - Choose two courses with different prefixes from the following

SFCC	CJ 102	Introduction to Criminal Justice	3	F/Sp/Su
SFCC	GEOG 101	World Geography	3	F/Sp/Su
SFCC	HIST 101	US History Before 1877	3	F/Sp/Su
SFCC	HIST 102	US History After 1877	3	F/Sp/Su
SFCC	POLS 103	Introduction to Political Science	3	F/Sp/Su
SFCC	POLS 101	American/National Government	3	F/Sp/Su
SFCC	PSY 101	General Psychology	3	F/Sp/Su
SFCC	SOC 100	General Sociology	3	F/Sp/Su

Division 2C1 (Div 2C1) - Choose one course from the following

SFCC	LIT 107	American Literature	3	F/Sp/Su
SFCC	LIT 109	English Literature	3	F/Sp/Su
SFCC	LIT 104	Masterpieces Before 1650	3	F/Sp/Su
SFCC	LIT 105	Masterpieces After 1650	3	F/Sp/Su

Division 2C2 (Div 2C2) –Choose one course from the following

SFCC	ART 101	Art Appreciation	3	F/Sp/Su
SFCC	MUS 101	Music Appreciation	3	F/Sp/Su
SFCC	SPTH 107	Introduction to Theatre	3	F/Sp/Su

Division 2C3 (Div 2C3)– Choose one course from the following

SFCC	PHIL 100	Introduction to Philosophy	3	F/Sp/Su
SFCC	SPAN 101	Elementary Spanish I	3	F/Sp/Su

Division 2D (Div 2D)– Choose one course from the following

SFCC	HIST 109	World Civilization after 1500	3	F/Sp/Su
SFCC	HIST 108	World Civilization before 1500	3	F/Sp/Su
SFCC	AGRI 106	Global Agriculture	3	F/Sp/Su
SFCC	SOC 120	American Diversity	3	F/Sp/Su

Division 3 (Div 3)– Choose one course from the following

SFCC	SPTH 105	Interpersonal Communication	3	F/Sp/Su
SFCC	HLTH 101	Personal Health and Fitness	3	F/Sp/Su
SFCC	PHIL 102	Ethics	3	F/Sp/Su
SFCC	PSY 104	Psychology of Personal Adjustment	3	F/Sp/Su

To fulfill the Missouri State Law, students must take one of the following courses in Division 2B: HIST 101, HIST 102 or POLSC 103.

If POLS 101 is taken to fulfill Division 2B, then students will need to take HIST 109 in Division 2D to fulfill the History prefix requirement:

SFCC	HIST 109	World Civilization after 1500	3	F/Sp/Su
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Appendix F

From: Roger Best [mailto:best@ucmo.edu]
Sent: Friday, July 06, 2012 3:07 PM
To: Ceci Hogencamp
Subject: UCM Aviation Program

Hi Ceci:

The Department of Aviation is currently drafting a proposal to offer our aviation degree programs on ground at Whiteman Air Force Base, located approximately 10 miles from Warrensburg. The programs will be offered in conjunction with State Fair Community College, who, as our partner, will cover non-flight, non-aviation classes at the 1000- and 2000-level.

Assuming the program is a mirror image of the program we offer on main campus, are you aware of any concerns that AABI might have regarding offering the aviation programs at an alternative site such as this?

Thanks,
-Roger

--

Roger J. Best, Ph.D.
Dean, Harmon College of Business and Professional Studies
University of Central Missouri
Warrensburg, MO 64093
660-543-8617
www.ucmo.edu/harmon

From: **Ceci Hogencamp** <HOGENCE@auburn.edu>
Date: Fri, Jul 6, 2012 at 3:31 PM
Subject: RE: UCM Aviation Program
To: Roger Best <best@ucmo.edu>
Cc: Gary Kiteley <KITELGW@auburn.edu>, Victoria Montanez <bayenva@auburn.edu>

Hi Roger!

How exciting – growing the program!!!

Assuming the program is a mirror image, no, AABI would have no concerns. AABI does accredit other institutions with similar “agreements.” For the reaffirmation of UCM’s aviation programs, a campus visit to that location would be included to ensure compliance of criteria in all areas, just as for the home/main campus.

However, by way of copy I ask my boss, Gary Kiteley, to confirm the above statements and to add anything of importance as you continue with your draft proposal. Gary, what say you?

Thank you for keeping AABI accreditation at the forefront of the process!

Ceci

Ceci Shirley
Accreditation & Meeting Services Manager
Aviation Accreditation Board International (AABI)
3410 Skyway Drive
Auburn, AL 36830
P [\(334\) 844-2431](tel:3348442431)
F [\(334\) 844-2432](tel:3348442432)
hogence@auburn.edu
www.aabi.aero

Attachment B



DEPARTMENT OF THE AIR FORCE
509TH FORCE SUPPORT SQUADRON (AFGSC)
WHITEMAN AIR FORCE BASE, MISSOURI

11 Jun 12

Ms. Darla Rush
Force Development Flight Chief
509 FSS/FSD, 511 Spirit Blvd., Ste. 236
Whiteman AFB MO 65305

RECEIVED

JUN 14 2012

PRESIDENTS OFFICE

Dr. Charles Ambrose
University of Central Missouri
Administration 202
Warrensburg, MO 64093

Dear Dr. Ambrose

A significant part of the Education Services Program at every Air Force base is the degree granting on-base civilian schools program. In this effort academic institutions partner with the base to provide education opportunities at the certificate, undergraduate and graduate levels in disciplines and majors desired by the base community. Currently there are three colleges and universities offering programs at Whiteman AFB.

By reviewing enrollment trends, participation data, assessment surveys and requests from leadership, we periodically assess the potential for program changes including the need to develop new programs. As a result of our most recent program assessment, we are now requesting proposals for the following programs:

- **On ground aviation degree at the associates, bachelors, and masters degree levels.**

If you would like to submit a proposal to offer one or more of these programs, please request an information packet by writing the above address or calling (660)687-5754. Program proposals must be received not later than 11 July 2012.

Sincerely,

A handwritten signature in cursive script that reads "Darla A. Rush".

Darla A. Rush
Force Development Flight Chief

Attachment C

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**THE UNITED STATES AIR FORCE
509th Bomb Wing
Whiteman AFB, Missouri**

and

**University of Central Missouri
Warrensburg, Missouri**

This Memorandum of Understanding (MOU) is made between the United States Air Force, 509th Bomb Wing, Whiteman AFB, Missouri (USAF) and the University of Central Missouri, Warrensburg, Missouri, also referred to herein as "institution". All correspondence or notices concerning issues related to this MOU should be forwarded to 509 FSS/FSD or the University of Central Missouri as appropriate, at the following addresses:

509 FSS/FSD
511 Spirit Blvd., Ste. 236
Whiteman AFB, MO 65305
Phone: 660-687-5754
Fax: 660-687-5749

President
University of Central Missouri
Warrensburg, MO 64093-5001
Phone: 660-543-4112
Fax: 660-543-8020

With a Copy to:

Dean, Harmon School of Business
University of Central Missouri
Warrensburg, MO 64093-5001

PREAMBLE

The United States Air Force (USAF) is committed to providing high-quality education programs on its installations. Civilian colleges and universities conduct on-base programs, in widely diversified fields essential to the USAF's postsecondary education needs. These programs play a major role in support of professional development, recruiting, and retaining an all-volunteer Air Force. USAF Base Training and Education Services (BTES) sponsored programs provide USAF personnel with the opportunity to attain educational objectives and enhance their job skills

training. The University of Central Missouri objectives complement those of the USAF by providing comprehensive education programs to prepare graduates for productive careers and responsible citizenship. Advanced education provides personnel with the potential to accomplish the complex tasks associated with the management and utilization of modern, sophisticated USAF weapons systems.

PART A

The University of Central Missouri in consideration of promises and agreements of the USAF, 509 BW agrees to:

1. Offer specified educational degree programs as listed in Attachment 1. These programs will fulfill all accepted standards and requirements established by the University of Central Missouri, the USAF, the Higher Learning Commission of the North Central Association of Colleges and Schools, and other appropriate agencies and accrediting associations having jurisdiction over the programs offered by the University of Central Missouri. The institution will:

a. Comply with the minimum criteria set forth in Air Force Instruction (AFI) 36-2306, Education Services Program, and the Minimum Criteria for Institutions offering Postsecondary On-base Programs (Attachment 2) set forth in Department of Defense Instruction (DODI), 1322.25, Voluntary Education Programs, and will ensure their application to all programs offered on United States Air Force Installations.

b. Implement the United States Air Force Education Services Core Standards outlined in Attachment 3 for all programs offered on United States Air Force Installations.

c. Support command evaluation programs to ensure Air Force Core Standards are met. Compliance visits will occur once each two years, but internal assessments are on-going and will occur no less than once each year. The University of Central Missouri agrees to review with the Education Services Officer (ESO) sections of the Higher Learning Commission of the North Central Association of Colleges and Schools accreditation reports pertaining to programs conducted on United States Air Force installations.

2. Provide the education services officer (ESO) with course schedules that will permit completion of degree programs in minimum time. Schedules will be available for mutual review by the ESO and Institution at least 45 days prior to class start date to permit changes, if required, advance publication of schedules, and appropriate distribution of publicity. Scheduled classes will be conducted as follows:

a. All on-ground classes will have a ten minute break each hour.

b. All classes, which are conducted for five hours or more, will have at least a one-hour meal break at the midway point.

3. Consult with the ESO to ensure efforts to publicize and promote programs are coordinated.

4. Conduct all credit courses as resident courses. No annotation will be made on any transcripts, certificates, diplomas, or degrees to distinguish between courses conducted on Air Force installations and those conducted on the home campus.
5. Fulfill this MOU without reassigning any of its rights or obligations hereunder, to an external party, nor shall any portion of the work associated with the academic programs be sub-contracted except in conjunction with others as approved by the ESO.
6. Provide program administrator(s) (selected in consultation with the ESO) and office staff, as required, to manage the on-base programs. Counseling and advisement services, as required to support their on-base programs, will also be provided. Program administrators will coordinate with the ESO when establishing on-base office hours to ensure that participants in the programs of the University of Central Missouri have appropriate access to counseling and resolution of administrative problems. ESO participation in the program administrator selection process is deemed advisable because of the close coordination and cooperation required between these key personnel on a daily basis. Program administrators will be under the supervision of, and directly responsible to, the institution for their daily activities. If the ESO and program administrator arrive at a conflict of duties/responsibilities that cannot be mutually agreed upon, the matter will be resolved in conference between the University of Central Missouri, the ESO, and the Mission Support Squadron Commander.
7. Comply with all laws, rules, regulations, and policies of the 509 BW regarding security, ingress and egress, traffic, driving privileges, safety, and sanitation. Access to the base by the University of Central Missouri representatives, staff, and employees is a privilege that is granted and can be revoked by the installation commander.
8. For each term in which active duty military students are enrolled, utilize the Air Force Portal to submit an invoice listing each AF Form 1227 number (Authority for Tuition Assistance – Education Services Program) within 30 calendar days after the beginning of the term. The University of Central Missouri representatives are responsible for assuring that AF Forms 1227 accepted for course payments have been approved and digitally signed by the BTES Flight Chief or his/her designated representative.
9. Initiate and be responsible for all collections and refunds arising out of the instructional phase of the academic program. Tuition Assistance refunds to the United States Government arising out of termination or for other causes, shall be made by credit to the government IMPAC card.
10. The University of Central Missouri will publish an institutional tuition and tuition refund policy. The tuition policy of the institutions is included in this MOU at Attachment 4 and the refund policy of the institutions is included at Attachment 5. Immediately inform the ESO, in writing, when a military member withdraws from a course offered by the University of Central Missouri. A total refund will be granted for courses dropped during the add-drop period (i.e., the end of the first week of the term).
11. Maintain a complete and accurate record of all academic work completed or attempted through programs established under this MOU. Within 20 working days after the ending date of

the course(s), the institutions will utilize the Air Force Portal to submit all course grades for individuals using tuition assistance funds. Course grades can be released to the ESO in accordance with the instructions on each AF Form 1227. The University of Central Missouri will submit all grades including the grades of U (Unfinished). The University of Central Missouri policy is:

a. The University of Central Missouri U (Unfinished) policy is: An instructor may report a semester grade of U when, for justifiable reasons, the student has not completed the work of the course. For example, if a student has an illness or death in the family during the last week of the course, an extension may be granted at the discretion of the instructor. At the end of the next semester the U becomes an F unless the course requirements have been satisfactorily completed or the course is of an individualized nature, e.g., thesis, research report, or similar investigation. Students do not enroll in the class during the subsequent semester. Students having more than one U grade are expected to reduce their course load accordingly in order to complete the unfinished work. It is the student's responsibility to contact his/her instructor concerning the removal of the U grade. Students may not graduate with a U grade on their record. If the work is unable to be completed, or the student does not wish to complete the work, (in the case of an elective course), the grade will be changed to an F to meet graduation requirements.

12. Within 15 days after the drop-add period, provide to the ESO, each term's enrollment statistics for all on-base participants including active duty military members, Department of Defense (DoD) civilian employees, military family members, and others. This information will include method of payment, (e.g., tuition assistance, Veterans Administration (VA), self-pay, federal grants, etc) and student status. Students using other than tuition assistance must sign privacy Act Release forms.

13. Participate in a joint institution graduation ceremony. All graduation arrangements, including names of graduates, proposed graduation program, guest speaker, etc., will be coordinated with the ESO at least 30 days in advance of the graduation date.

14. Notify the ESO of scheduled faculty/staff visits at least 10 days in advance, whenever possible.

15. Inform The Higher Learning Commission of the North Central Association of Colleges and Schools and other regional associations (if applicable) of the existence of each program established under this MOU within 60 days of the program start date.

16. Obtain applicable State Approving Agency (SAA) approval for these academic programs and inform the ESO of any denials within 10 days of receipt. In addition, comply with the Department of Veteran Affairs (DVA) "85-15" rule (Public Law Number 95-202) and obtain DVA Regional Office (VARO) waivers when appropriate.

17. Inform the ESO of any major noncompliance results by any inspection/review of the University of Central Missouri on-base programs by SAAs, the VA or accrediting agencies.

18. The University of Central Missouri will offer for sale through their bookstores, the textbooks and materials required in support of courses offered at Whiteman AFB. Each schools bookstore

will ensure all necessary textbooks, related materials and equipment is available for purchase by the students within two weeks of the beginning of each term. Arrangements to “sell back” used textbooks will be included as part of each schools bookstore service to Whiteman AFB.

19. Ensure that the DVA determines In-Service Veterans Educational Benefits and that each individual is correctly charged for course loads certified to the DVA by the University of Central Missouri.

20. Provide annual funding for library requirements in support of the on-base programs conducted by the University of Central Missouri. Library support, as a minimum, will meet the standards established by the applicable accrediting association. The University of Central Missouri will establish an academic support program for undergraduate programs to supplement on-base library support by providing appropriate reference material (books, journals, etc.). Any and all liability for the loss, damage, destruction, or depreciation in value of any University of Central Missouri library material shall be the responsibility of the individual student, and the University of Central Missouri agree to hold the United States government harmless and not responsible for any such liability.

21. Provide a formal degree plan for students pursuing an undergraduate or graduate degree with the University of Central Missouri.

22. The University of Central Missouri agrees to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of Air Force facilities, equipment, supplies and services, by the institution, its officers, agents and employees. The University of Central Missouri further agrees to defend, pay, or settle all claims arising out of the use of Air Force facilities based upon the negligence, gross negligence, or willful misconduct of its agents, officers and employees. The institutions will hold the United States government harmless from any and all claims arising out of the acts or omissions of the University of Central Missouri, its agents, representatives, officers and employees.

23. The University of Central Missouri will notify the ESO of proposed changes to tuition and fees, school policy, or existing program format or delivery at least 90 days in advance of the desired implementation date. The ESO will be notified as soon as possible of all proposed or legislatively mandated changes to the institution's tuition and fee schedule.

24. Provide policies for the acceptance of DANTES credit for the program(s), institutional policy on full-time faculty load and the faculty compensation system upon request.

25. For enrollment in the University of Central Missouri degree programs, students must successfully complete remedial work based on SAT/ACT/ASSET/COMPASS exams prior to enrolling in college courses as set forth in the institutional catalog and written school policy.

26. The institution shall take the necessary steps to maintain the cleanliness of assigned office space and classrooms. Maintenance shall consist of ensuring that desks are clean after use, all trash is in appropriate receptacles, chalkboards are erased, furniture returned to its original position, windows closed, lights off, and room or building locked if applicable.

PART B

The USAF, 509 BW in consideration of promises and agreements of the University of Central Missouri, agrees to:

1. Promote the University of Central Missouri programs on Air Force installations through available media including outreach briefings, base bulletin boards, student information handouts, and other means.
2. Provide instructional space, within existing capabilities, required to accommodate all students enrolled in the academic programs offered. Institutional representatives and the ESO will jointly determine adequacy of facilities.
3. Provide the University of Central Missouri faculty and staff with office space. If at all possible, this space will be adjacent to or within the BTES. Office space provided will include a facility at each BTES to be used by the institution's instructors/counselors for advising students enrolled, or interested in, the programs offered by the institution. Acquisition of office furniture and equipment, if not available through USAF resources, is the responsibility of the institutions.
4. Authorize Institution representatives/faculty members use of government leased telephone service (time available basis) for communicating with military personnel or DoD civilian employees enrolled in their academic programs or in direct support of their program, subject to 509 BW policy.
5. Within funding limitations, 509 BW library will provide supplementary references in support of the University of Central Missouri programs. In addition, space will be provided, as available, for educational materials furnished by the University of Central Missouri. The USAF shall not be liable for any loss, damage, destruction or depreciation in value of any University of Central Missouri materials placed in the base library.
6. Provide such visual aids to the University of Central Missouri faculty members as are determined to be available by the ESO, for use in the conduct of classes.
7. Provide tuition assistance for active duty USAF personnel enrolled in programs in accordance with applicable regulations and dependent upon the availability of funds. Subject to the availability of funds, the United States Government will pay the applicable tuition rate of the semester hour charges for each active duty military student whose application for tuition assistance is approved by the ESO in accordance with AFI 36-2306. The payment of tuition assistance by the ESO certifies that services provided by the institution have been delivered in accordance with this MOU. All other costs associated with the institution's course enrollments will be collected from students by the institution.

8. Assist in obtaining passes or ID cards for faculty, administrative personnel, and students as required by 509 BW regulations.
9. Assist the University of Central Missouri faculty and staff visiting the 509 BW in an official capacity to use the Visiting Officers Quarters (VOQ) and temporary Officer Open Mess privileges, if available. The institution's faculty and staff will pay for all services received. If government or government contract quarters are not available, the institution will be responsible for arranging quarters in the local area at its own expense.

PART C

The University of Central Missouri and the USAF, 509 BW, mutually agree to and understand that:

1. The purpose of this MOU is to enable the University of Central Missouri to offer high quality educational degree programs that meet the identified needs of assigned military personnel at Whiteman Air Force Base. This MOU will be interpreted and construed by both parties in a manner that will accomplish the requirements outlined in Parts A and B of this MOU.
2. The USAF can make no commitment to provide a specific number of students for a program, nor can it assure that tuition assistance will be available for all active duty personnel who enroll in the program.
3. Admission of candidates to these programs will be at the sole discretion of the University of Central Missouri. If required because of over-enrollment in a class, the following order of priority is agreed upon: first priority, active duty military personnel; second priority, DoD civilian personnel; third priority, National Guard and Reserve military personnel; fourth priority, military family members; fifth priority, military retired personnel, and sixth priority, members of the civilian community. This priority enrollment system will apply only to early and regular registration. Thereafter, registration for on-base classes will be on a first-come first-serve basis. Within the stated order of priority, students having matriculated with the institution shall have enrollment priority over non-matriculated students.
4. The desired average class size shall be 15 students with a minimum class size of 10. Classes with less than the desired average or more than 30 students may be conducted by mutual agreement between the institution and the ESO.
5. Compliance with DOD Directive 5500.7-R is required if Air Force personnel (active duty military or DoD) are considered for employment by the University of Central Missouri. Questions regarding the applicability of DOD Directive 5500.7-R for such employment should be referred to the Base Staff Judge Advocate.
6. Neither institution nor the 509 BW can assure the continuing availability of in-service DVA education benefits. The University of Central Missouri will comply with all valid and legal VA provisions and associated public laws in order to secure such VA benefits for eligible veterans. However, should the institution determine in the future that continued compliance is not in the

best interest of the institution; the institution will notify the ESO and this MOU may be terminated.

7. DoD regulations prohibit the payment of tuition assistance and VA education benefits to cover the cost of the same course; however, Montgomery GI Bill Top-Up benefits may be used in conjunction with tuition assistance to pay for tuition costs not covered by tuition assistance.

8. Neither the USAF nor the institutions shall discriminate against participants because of race, creed, age, sex, or physical handicap (where the handicapped person is otherwise qualified).

9. Institution (faculty and staff) will not be employed by or serve in any other capacity within the education program without written concurrence of the ESO.

10. Representatives of the University of Central Missouri will not have access to student's Air Force records such as the AF Form 186, "Individual Record – Education Services Program," or any documents contained therein unless the Individual Privacy Act release has been obtained from the student.

11. Tuition charges by the University of Central Missouri for academic programs are specified in Attachment 4. A minimum of 90 days notice will be furnished to the ESO prior to any proposed changes to these rates by the institution, to include detailed justification for the proposed increase. The ESO will advise the institution of concurrence/non-concurrence within 30 days of receipt of proposed tuition increases. The institution will waive all computer laboratory fees if the 509 BW provides a computer laboratory facility and equipment.

12. This MOU may be terminated by either party at anytime with 180 days written notice to the other party. In the event that war or other matters beyond the control of the 509 BW temporarily prevent the base from complying with the provisions of the MOU and allowing the University of Central Missouri to conduct instructional programs on the base, this MOU may be suspended. However, since contractual arrangements with faculty could obligate the University of Central Missouri for payment of salaries, more than 180 days notice is desirable. In the event of termination of program(s), a mutual effort will be made to ensure a smooth transition during the teach-out phase. The University of Central Missouri will immediately notify all concerned students and the ESO that the program(s) is/are being terminated. The institution will advise its students of special provisions and options that will be exercised to ensure a smooth transition to another program or degree completion with the institution, as appropriate. The teach-out transition will offer students the option of completing remaining degree requirements without loss of credit. No new students will be enrolled in the institution's program once the program has been identified for termination unless agreed upon by the institution and ESO. Each student will be individually counseled and provided with a plan for completing remaining degree requirements. Categorically, these students fall into the following groups:

a. Students who can complete their remaining program requirements through the institution's on-base courses offered during the teach-out.

b. Students who can complete the remaining credits from another accredited institution to earn a degree conferred by the University of Central Missouri.

c. Students who cannot complete the University of Central Missouri requirements during the teach-out phases, but can do so through special arrangements utilizing the Air Force Educational Leave of Absence (AFELA) program.

d. Students who can transfer their program requirements to a substitute school program without loss of credits previously awarded/accepted by the academic partnership member. The ESO will ensure that students have been provided follow-on guidance by the University of Central Missouri and/or the institution accepting the transfer credits during the transitional teach-out.

13. This MOU defines the entire relationship between the USAF, 509 BW, and the University of Central Missouri, and supersedes any previous verbal or written agreements of understanding. Failure on the part of either party to comply with the provisions of this MOU may result in the elimination of these academic programs at Whiteman Air Force Base. Addenda to this MOU to cover local requirements may be published with the concurrence of both parties. Copies of any addenda will be provided to the ESO, the appropriate MAJCOM, and the University of Central Missouri.

14. This MOU is at all times subject to the rules and regulations of the Department of the Air Force.

15. No change or modification of this MOU shall be valid unless it is in writing and signed by all parties.

16. This MOU is effective upon signing by all parties and will expire 5 years after the date of execution unless extended in writing by all parties or terminated as specified in Part C, paragraph 12, of this MOU. An annual review will be conducted by both parties to verify current accreditation status, update program offerings and review budget data. Attachments referenced in this MOU are listed below and are sanctioned as part of this MOU.

17. In accordance with AFI 36-2306, para 7.2.2, this MOU must be coordinated through the local Judge Advocate office prior to approval by the installation commander and the chief executive officer of the institution.

Attachments (5):

1. Degree Programs Offered on Air Force Installations
2. Minimum Criteria for On-base Programs
3. Military Installation Voluntary Education Review (MIVER) – Principles of Good Practice
4. Tuition Rates of the University of Central Missouri and State Fair Community College
5. Tuition Refund Policies of the University of Central Missouri and State Fair Community College

THE UNITED STATES AIR FORCE

UNIVERSITY OF CENTRAL MISSOURI

THOMAS A. BUSSIERE, Brig Gen, USAF
Commander, 509th Bomb Wing

DR. CHARLES AMBROSE
President
University of Central Missouri

DATE: _____

DATE: _____

Programs

Degree Programs Offered on Whiteman Air Force Base

Command/Base	Degree	Area
AFGSC/Whiteman AFB MO	BS	Professional Pilot
	BS	Aviation Management, Flight Operations
	BS	Aviation Management, Airport Management
	MS	Aviation Safety

**Minimum Criteria for Institutions Offering
Postsecondary On-base Programs
(DOD 1322.25, Feb. 5, 97)**

The institution must meet all of the following criteria:

1. Be chartered or licensed by a state government or by the federal government.
2. Be accredited by an agency recognized by the Department of Education.
3. Involve the parent campus in approving programs; faculty selection, assignment, orientation; and in teaching, monitoring and evaluating the programs. Adjunct or part-time faculty will possess the same or equivalent qualifications as full-time permanent faculty members.
4. Conduct on-base programs from among the curricula offered or authorized on its home campus. (NOTE: programs currently offered on base and those developed especially for the Air Force or its commands and bases are exempted from this criterion.) Programs conducted on base will carry identical credit designations, represent the same content and experiences, and use the same student evaluation procedures as those used on campus.
5. Accept credits for courses offered off campus at the same value as those conducted on campus and include such credits in meeting institutional residency requirements.
6. Provide library and other reference and research sources that are appropriate for the level of instruction.
7. Maintain the same admission, grading, and graduation standards for on base as apply on campus for the same programs.
8. Ensure regular and frequent contact between campus-based faculty and administrators and the institution's off-campus representatives.
9. Use appropriate techniques to evaluate program effectiveness, such as externally formed examinations, student course critiques, faculty peer visitations to classes, and faculty review of final examinations.
10. Tuition and fees for on-base programs must be the same for similarly circumstanced military and civilian students. If fees differ on the basis of legal requirements related to residence status, they must apply equally to military and civilian students. Negotiated charges and fees for those programs may be the same or less than those applicable to on-campus programs. They must not be higher unless the need for a variance has been documented. The institution must insure that a reasonable contribution is made to support the on-base program; that is, a proportion of income that corresponds to that applied on-campus to provide library support, equipment, administrative services, and institutional counseling. Income from high enrollment courses must be used to underwrite the expense of offering small, elective, and laboratory courses applicable to the curricula.
11. Both the institution and specific program must be currently approved for on-base operation by the applicable State Approving Agency (SAA) for DVA/VEAP educational benefits.

AIR FORCE CORE STANDARDS

CUSTOMER SATISFACTION

STUDENT PREPARATION FOR LEARNING

FACULTY

INSTRUCTIONAL RESOURCES

PROGRAM DEVELOPMENT

PROGRAM EFFECTIVENESS

AIR FORCE CORE STANDARDS

CUSTOMER SATISFACTION AND STUDENT SERVICES

Academic institutions and Education Services will conduct periodic assessment of student satisfaction with student services

KEY AREAS OF FOCUS:

- Office hours (Education Center, Institutions, and Library)
- Testing
- Counseling and advising
- Availability of Reference Materials
- Annual Course Schedule
- Marketing Plan(s)
- Student Course Evaluations
- Student Services Evaluations
- Textbooks Services
- Registration, Transferability and Credit Evaluation
- Transcript Services
- Classroom and Office Space

STUDENT PREPARATION FOR LEARNING

All students who initially enroll in post secondary educational programs will be evaluated by the institutions to determine if they have the academic preparation and basic skills to succeed; compliance with course prerequisites will be monitored.

KEY AREAS OF FOCUS:

- Students are properly placed in mathematics and English introductory courses
- Students are complying with course prerequisites
- Students not successfully completing entry level courses
- Students have the necessary computer skills required of the curriculum or course

FACULTY

Faculty members teaching in on base programs will be academically and professionally prepared to provide quality instruction.

KEY AREAS OF FOCUS:

- On-base faculty will hold academic credentials and possesses professional experience required of campus faculty
- On-base faculty follow home campus policy on course loads
- On-base adjunct faculty follow home campus policy on course loads
- Faculty course loads are monitored among on-base institutions
- On-base faculty are provided continuing orientation/professional development on instructional resources, services available on-base and at the home campus
- On-base faculty communication with home campus peers

INSTRUCTIONAL RESOURCES

Institutions will ensure adequate instructional resources including library and computer hardware and software are provided to support base courses and programs. Cooperative efforts between on-base institutions, Education Services, the home campus library, and the installation librarian are essential.

KEY AREAS OF FOCUS

- The role of the base library: general use, military professional use and in planning and supporting educational use is acknowledged by Force Support Squadron commanders
- Adequacy of communication between the base librarian, the institutional librarian, institutions representatives, faculty and Education Services
- Course schedules are shared in a timely manner with base, institutional librarian, institutional representatives and faculty to insure adequate library support for each term
- Adequacy of on-base library holdings, staff, or alternative library arrangements such as technology
- Adequacy of audiovisual equipment, supplies, computer hardware and software
- Compatibility of computer resources
- Adequacy of on-base library holdings, staff or alternative library arrangements such as electronic access to instructional resources
- MOU reflects library and computer support needed to support the academic program
- Adequate and appropriate classroom space

PROGRAM DEVELOPMENT

Program development is based on data generated from program monitoring, needs assessments, cooperative planning and goal setting through the Base Education Partnership Committee (BEPAC). The BEPAC is based on equal partnership of institutions and the installation to meet the educational needs of the installation community. The base Education Services institutions and other installation representatives initiate cooperative efforts to meet established educational goals and objectives. Emphasis on the appropriate use of distance learning technologies is encouraged.

DISCUSSION

Ensure the establishment of the Base Education Partnership Committee to increase cooperation among institutions, Education Office Library and other base agencies. The BEPAC is composed at a minimum of on-base institutions, base education officer, librarian and a designated representative of the Wing Commander. Other agencies and representative are encouraged. The BEPAC uses data collected by institutions and the Education Services to facilitate its activities. These activities include communication among the education partners on the installation, establish on common goals and participate in cooperative efforts. The BEPAC develops a systematic, continued program of development to meet the existing and emerging academic needs of the base population.

KEY AREAS OF FOCUS

- Effective communication among the education partners
- Cooperative efforts focused on common goals by the educational partners
- Systemic procedure for identifying and selecting potential providers of on-base education programs
- Base needs assessment, education plan, memorandums of understanding are current
- The Base Education Partnership Committee is formally established, authorized by the installation Wing Commander and has records reflecting regularly scheduled meetings

PROGRAM EFFECTIVENESS

Academic Institutions and the Education Services will establish course and program evaluation procedures to assure quality program instruction. Out measures are used.

KEY AREAS OF FOCUS

- Methods of course and program evaluation comparable to the home campus
- Measurement of course and program outcomes
- Duplication of courses
- Adequacy of classroom contact hours
- Course syllabi are current, available and adequate
- Computer applications current and appropriate to the course and program
- Financial aid and student services comparable to the home campus
- All on-base degree programs are reviewed and evaluated, at a minimum, using the same criteria and standards as the campus academic assessment program
- Education Services tests all candidates identified with the CAAP; analyzes the results and informs institutions of the results by institution
- The on-campus and on-base effectiveness plan(s) is available to the ESO
- Institutions will demonstrate the presence of effective measures for all courses and programs delivered on Air Force Bases
- The education services reviews the results of the Collegiate Assessment of Academic Proficiency (CAAP) administered to CCAF graduates
- Historical data of effectiveness measures
- Institutions monitor program outcomes

Tuition Rates of the University of Central Missouri

Undergraduate tuition per semester hour: \$209.60

Graduate tuition per semester hour: \$271.65

**Tuition Refund Policy of
The University of Central Missouri**

Refunds: Refunds of instructional tuition and fees for a student-initiated reduction in credit hours prior to the beginning of the course will be 100%. During the first three weeks of the semester, refunds are calculated at 100%, 50%, or 25%.

Refund Appeals: A student who believes (s)he is entitled to a refund greater than the amount calculated by the above schedule may submit an appeal. However, exceptions to the refund schedule are generally considered only for very unique and extraordinary circumstances. The reasons and circumstances a student believes justify a larger refund must be outlined in the written appeal. Refund appeals must be filed within three (3) months of the withdrawal date for the course in question.

Note: If you believe you qualify for an exception, a refund appeal must be filed as follows:

- (a) For complete semester withdrawals (you're dropping all of your courses) – Office of Student Affairs.
- (b) For graduate level classes – Office of Graduate Studies.