



AVIATION

SUU Aviation Student Handbook

Supplement to
Southern Utah University
Student Handbook
and
General Catalog

ALL students participating in aviation courses at Southern Utah University are responsible to read, understand, and follow the policies in this handbook.

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Course Registration Policies

Flight Labs

Flight lab registrations can only be performed by academic advisors. Students are not granted permissions in the SUU system to register for flight labs. This is to reduce complications in administering flight labs and to reduce complications. **Students will only be registered for one flight lab at a time.** There are three main reasons for this policy: 1) To give equal opportunity to each student to complete the lab he or she is registered in each semester. 2) To reduce the number of administrative flight lab drops at the end of each semester. 3) To avoid flight lab extensions which are frowned upon by the university and which perpetuate and amplify problems associated with these extensions into future semesters and perhaps indefinitely.

Depending upon student specialization, student progress, and available flight training resources a student may be authorized to take certain flight labs more than one in a single semester. Tutor labs are allowed to be taken during the same semester as any primary flight lab. Other than the tutor lab allowance, rotor-wing flight labs are restricted to only the following allowances for more than one flight lab in a single semester:

Primary Lab	Additional Lab Options (maximum of one)
Private Solo	Private Cert
Private Cert	Private Solo
Combined Commercial/Inst 1	None
Combined Commercial/Inst 2	None
CFI	CFII, External Load, NVG
CFII	CFI, External Load, NVG

Any flight lab extensions are expected to be completed before the next semester begins. In very rare cases where extensions are allowed to continue beyond the start of the next semester the students will not be permitted to register for the next flight lab until the flight training of the extended flight lab is completed.

Any students violating this flight lab registration policy will be asked to drop the offending flight lab after which if no action is taken by the students the flight labs will be forcibly dropped.

Students must complete Math and English degree requirements prior to taking any elective flight labs. Tutor labs are excluded from this policy and may be taken at any time.

Flight Lab Waiver Requests

Any variance from these flight lab registration policies will require approvals as appropriate from authorities at the airport as well as campus. Deviances will not be considered without justifiable reason. Airport approving authorities include only the Director of Flight Operations. Campus approving authorities include only Chair of Aviation Sciences and Executive Director of Aviation. All airport approvals should be routed to campus through the Academic Advisors for Aviation. The SUU Add/Drop Form is the only acceptable form of waiver request.

Simply completing one lab does not guarantee that an additional lab may be taken. A written request to add an additional lab must be submitted to the Director of Flight Operations. The following information must be included in the request:

- Student Name
- Primary lab and date of completion
- Requested additional lab
- Estimated graduation date
- Explanation of why the additional lab will aid in completion of degree
- Current GPA
- List of current semester course load

Ground Schools

The sequence and timing of ground schools is critical to student success. In addition to training sense, the FAA and other entities including program accrediting entities expect prerequisites to be established and enforced. Ground school prerequisites and co-requisites are outlined in the current SUU catalog. Ground School registrations will follow these prerequisites and co-requisites.

Ground School Waiver Requests

Any variance from these ground school registration policies will require approvals as appropriate from authorities at the airport as well as campus. Deviances will not be considered without justifiable reason. Airport approving authorities include only Director of Flight Operations. Campus approving authorities include only Chair of Aviation Sciences and Executive Director of Aviation. All airport approvals should be routed to campus through the Academic Advisors for Aviation. The SUU Add/Drop Form is the only acceptable form of waiver request.

Pre-requisites

Current pre-requisites for both ground school courses and flight lab courses must be followed for aviation students, regardless of the student's academic catalog. Any deviations from pre-requisites must be requested in writing following the applicable policy waiver request.

Rotor Wing Standard Flow

Required rotor wing flight labs are to be completed in the following sequence: Solo, PVT Certificate, Combined Commercial Instrument A, Combined Commercial Instrument B, CFI. Any deviation from this order must have prior approval.

Academic Registrations and Unofficial Withdrawals

The aviation programs offered at SUU are ***degree-seeking*** programs. It is expected that each student enrolled in these programs will demonstrate a sincere intent to complete academic requirements of a degree as well as flight requirements. Each student will demonstrate sincere intent by registering for at least one academic course each semester and by showing satisfactory participation and performance in academic courses. Academic courses are degree courses that are not flight labs nor pilot ground schools. Unofficial Withdrawals are not considered satisfactory performance for the purposes of this policy. A student will not be allowed to register, or to remain registered, for any courses in any semester unless registrations, participation, and performance show sincere intent as described in this section. Any waivers of this requirement must be authorized by the Chair of Aviation Sciences or Executive Director of Aviation. Authorization for each instance will be required. Any student with two consecutive semesters of Unofficial Withdrawal grades must submit a defense package to the Chair of Aviation Sciences and Executive Director of Aviation in attempt to justify all Unofficial Withdrawal grades. If it's determined that the Unofficial Withdrawal grades were not satisfactorily justified, the student will be dismissed from the aviation program and will not be permitted to register for any additional flight labs, ground schools, or aviation academic courses.

Course Re-take Policies

Flight Labs

Except as indicated below, retakes of flight labs are not allowed. Aviation Tutor labs have been implemented to handle cases of lack of proficiency within full flight labs. Students may apply as many as five Aviation Tutor Labs to complete any combination of required flight labs (only 2 tutor labs may be applied towards any rating). Tutor labs may not be used to complete elective flight labs. Aviation Tutor Labs cannot be repeated.

Students will be eligible for a tutor lab upon failure of a stage or end-of-course lesson (failure of the entire lab is not required). A minimum of one full grade decrease will be applied for each stage check failure. Exhibit A to this policy outlines the lab grading criteria. Tutor lab hours will be used once all flight time from the primary lab has been fully flown.

In very rare and extenuating circumstances students may be authorized to retake a full and required flight lab **once** if necessary due to failure or being incomplete. Any retake of a full and required flight lab must receive authorization from a committee consisting of at least the following: Director of Flight Operations, Chair of Aviation Sciences, and the Executive Director of Aviation. For consideration of a full and required flight lab retake, students must provide written and signed (or confirmed by email address) documentation of the extenuating circumstances for the prior flight lab failure and an explanation of how and why the second attempt will be successful. Requests to exercise this option will be submitted to the Chair of Aviation Sciences. Providing this documentation does not guarantee an additional retake approval. Past flight training performance will be considered in approving or disapproving a request. Students will be informed of approval or disapproval after a request has been submitted and adequate time has been allowed to consider the request. This option cannot be executed on any Aviation Tutor Labs. Flight instructor elective labs are the only elective flight labs where this waiver may be considered.

These flight lab retake policies supersede the SUU general policy for course retakes.

Aviation Courses Other Than Flight Labs

SUU general policy for Repeated Classes applies to all aviation courses other than flight labs.

Switching Platforms (Rotor-Wing, Fixed-Wing)

Upon completing the private pilot ground and flight labs, students will maintain platform integrity. Students are advised to fully investigate which platform will be best for their career goals. Switching platforms at a low hour threshold has proven to be a safety concern. As such, platform changes will not be considered until the student has 750 hours of flight time.

Once the hour requirement has been met, the student may submit a written request to add the additional platform. The request should be submitted to the Director of Flight Operations. A committee will review the request based on a minimum of the following:

- Estimated graduation date
- Detailed explanation of why the additional platform is being requested and how it will benefit their career goals
- Current GPA
- Current semester course load
- Previous progression at SUU

Students will be required to complete add-on courses only and must be capable of completing up through the commercial rating at a minimum.

Minimum Standards

Students are expected to maintain a professional standard while in the aviation program. This includes the minimum of the following:

- Minimum grade for all aviation courses is a C.
- Professional conduct with all staff and faculty.
- Professional dress - Excessively torn clothing, flip flops, tank tops, etc. do not relay a professional appearance.
- Grooming – Proper hygiene

Academic Standing Pertaining to Aviation Flight Labs

The Aviation Program has adopted the following standards for flight labs to prepare students for success in the program.

Current Students

Current students must remain in "Good Standing" per the SUU Academic Catalog to be eligible for enrollment in aviation flight labs. Students with an academic standing of "Warning 1" will remain eligible for enrollment in aviation flight labs, but will be limited to an enrollment of one flight lab per session, or two flight labs per semester, until the student achieves "Good Standing" or make progress toward such within two semesters. Students with an academic standing of "Probation Level 1, Probation Level 2, or Probation Level 3", will not be eligible for enrollment in aviation flight labs.

Transfer Students

Transfer students are students who have earned post-high school transferable credits. Transfer students who have a GPA of less than 2.0 but have been approved for admission by the Academic Standards and Admissions Committee will be eligible for enrollment in aviation flight labs on their first term attending SUU. Students must make progress toward "Good Standing" each semester to remain eligible for enrollment in aviation flight labs or until they are found to be in "good standing."

Returning Students

Returning students are students who have previously attended SUU and has been away for two semesters or more (summer not included), will be considered a returning student if they have not attended another college or university in the interim. Students who leave SUU and attend another college or university are considered transfer students.

Returning students who left on probation and were gone for more than two semesters or were required to withdraw and have received readmission from the Academic Standards and Admissions Committee will be eligible for enrollment in aviation flight labs on their first term attending SUU. Students must make progress toward "good standing" each semester to remain eligible for enrollment in aviation flight labs or until they are found to be in "good standing."

Credit by Pilot Certification

Credit for previous pilot certificates will be given upon presentation and review of the pilot certificate. The associated ground school and flight lab will no longer be required once the pilot certificate has been reviewed. For example: If a student presents a private pilot certificate, the private pilot ground school and the two private pilot flight labs will no longer be required and considered complete.

Satisfactory Progress

Students must attempt to fly three flight blocks per week as scheduled by SUU Aviation. Their schedule must allow for timely completion of the required flight lab by making themselves available for at least 10 flight blocks per week. If the student cannot maintain this availability throughout their flight lab, the student will be given a written notice that their schedule does not meet the Satisfactory Progress Policy. Additionally, the student will be asked to change their availability. If their availability is not changed within one week of receiving written notice, the student will either receive a failing grade or be dropped from the lab if applicable. Availability forms will be required from students no later than 1 week after the semester start date. If the student does not complete his or her availability form within the allotted time they will be dropped from the lab.

Maintenance and weather cancellations will be handled in person by the assigned instructor and if the flight block is cancelled a ground should be expected instead. There will be rare cases where a student flight might be changed or cancelled due to either a stage check or check ride needing that particular aircraft. In these events the instructor will notify the student with as much advanced notice as possible via a phone call or text. All attempts will be made to reschedule the flight as soon as possible.

Students will receive a failing grade because of the following reasons:

- 3 attempts at each segment of a stage check (flight and ground) without meeting the syllabuses satisfactory requirements. A student is considered unsatisfactory for a stage check when the assigned check instructor finds that the student does not meet 80% correctness on any topic required by the syllabus for that stage. If the student is found unsatisfactory on the ground portion the stage will immediately be discontinued. If the student is found to be unsatisfactory on the flight he or she will be given the opportunity to complete additional requirements of stage before discontinuing.
- 2 unexcused no show cancellations. A no show cancellation is when a student is scheduled for a flight or ground and the student does not attend the flight or ground for 30 minutes after the start time without contacting the assigned instructor for that period of instruction.
- 3 cancellations within a 12 hour period of the start time for a flight or ground.
- 5 cancellations within a 24 hour period of the start time for a flight or ground.
- Refusal of attempting a scheduled stage check for reasons other than emergencies.

Ground knowledge is expected to be maintained by the student throughout his or her training. Students will be expected to meet the knowledge requirements for a stage check in their flight lab. Supplemental ground is available through the student's assigned flight instructor upon request from the student. If the lab does not have an associated ground course such as CFII then the assigned instructor is responsible for completing the syllabus ground requirements. A stage check will be scheduled within 5 business days upon completion of training within the stage.

Upon completion of a flight lab the student has 60 days in order to complete his or her checkride. The checkride will be scheduled with the soonest available designated pilot examiner. If the student does not complete the checkride within the allotted time their funds will be closed out.

The assigned instructor is expected to be punctual and professional. If the assigned instructor no shows a student they will be given a single written warning and if it happens again the instructor will be considered for termination. Students are

recommended to practice good communication with whichever instructor they are assigned for a given period of instruction. Students are required to check their schedule daily to ensure that they are aware of any bookings that are made to the schedule. The schedule will not be manipulated after 5pm the day prior without text or phone call notification to the student. If the instructor cannot show that he or she notified the student of a booking made after 5pm the day prior the student will not be held accountable for any cancellations made to that specific booking.

Southern Utah University's goal is to provide the best flight training possible. However, if the student does not have the aptitude to meet the expectation of a professional pilot he or she will be identified by their assigned instructor. The instructor will be responsible for providing a written description of why the student is not showing promise to complete the flight program. The student and assigned instructor will meet with the director of flight operations in order to assess the student's ability to complete the program. If it is apparent the student is lacking the ability to complete the program a written recommendation for disenrollment will be made by the director of flight operations and given to the Executive Director of Aviation for review and final approval. If the decision is to dis-enroll the student, the student will be given a written notice of disenrollment from SUU Aviation. The student has a right to appeal the decision of disenrollment. The appeal process will begin with a written request from the student stating why he or she should be allowed to continue flight training and must include ways that he or she will ensure success in the program. The letter requesting appeal should be addressed to the Executive Director of Aviation and must be submitted within 30 days of receiving the written notice of disenrollment. The appeal process will begin with a review board made up of aviation faculty or staff unrelated to the decision to dis-enroll the student and selected from a list of the following positions: check instructor, assistant chief, chief pilot, director of flight operations, administrative director, director of maintenance, administrative assistant, line instructor. Once the review board is assembled they will review all related documentation detailing why the student was dis-enrolled. They will then interview all parties involved in the decision including but not limited to the student, the recommending instructor, and the Executive Director of Aviation. A final written decision from the review board will be given to the student within 30 days of receiving the request for appeal.

Policy Changes

As with any program policies, the program reserves the right to change these policies as deemed necessary. Students, faculty, staff, and instructors will be updated of these changes as they occur.

Miscellaneous

All student correspondence will be sent via the students SUU email (suuemail.net or suu.edu).

SUU Flight Lab Grading Sheet is included as part of this document as exhibit A.

The SUU Enrollment Packet is included as part of this document as exhibit B.

Exhibit A Flight Lab Grading Sheet

Student Name: _____

Semester & Year: _____

Flight Lab: _____

Flight Instructor: _____

EOC Check Instructor: _____

If student has not started flying or is incomplete, indicate reason(s) why:

Check Instructor please provide a comprehensive grade based on the EOC stage check using the grading matrix. Additionally, please provide a flight skills and ground knowledge grade based on the ground and flight training records provided by the primary instructor. Please remember:

- There will be a full letter grade reduction for each failed attempt at EOC stage check.
- If a student does not meet course standards and a tutor lab is needed, a C is the maximum grade possible.

[20%] Flight Skills _____ [20%] Ground Knowledge _____ [60%] EOC Stage Check _____

Grading Matrix

Grade	Lab Completion Standard (LCS)	Letter Grade Equivalent
5	Exceeds LCS	A
4	Meets LCS	B
3	Meets LCS with Verbal	C
2	Meets LCS with Physical	D
1	Does not meet LCS	F

Instructor Comments:

Exhibit B



TSA ALIEN FLIGHT TRAINING RULE

TSA Alien Flight Training Rule Applied to U. S. Citizens Enrolling at Southern Utah University

This rule only applies to students training for a recreational pilot, sport pilot, private pilot, instrument rating, or multi-engine rating. This rule does NOT apply to students just receiving recurrent training, including any flight review, proficiency check, or other check whose purpose is to review rules, maneuvers, or procedures or to demonstrate a pilot's existing skills.

Evidence of U.S. citizenship must be shown by one of the following:

- Valid unexpired U.S. passport
- Original birth certificate and government-issued picture ID
- Original U.S. naturalization or citizenship certificate with raised seal and government-issued picture ID
- Original certificate of U.S. citizenship and government-issued picture ID

I certify that _____ has presented me evidence of U.S. citizenship by showing me the evidence that is checked above,
_____ Establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h).

Instructor's signature

CFI Certificate number



WELCOME STUDENTS

Welcome to the Southern Utah University Aviation Program. Whether you are a new student or an experienced pilot, Southern Utah University's commitment to customer service is unequalled. We promise to make your experience with us successful and rewarding.

Southern Utah University (SUU) is committed to providing safety and aviation related services. Southern Utah University is an Authorized Robinson Helicopter Service Center. This means that qualified and licensed mechanics continually inspect our helicopters and correct discrepancies as soon as possible. Southern Utah University's trained mechanics and maintenance staff are proactive at keeping all of our aircraft, helicopters and airplanes, safe and current for all training flights. Reporting any discrepancies you find with any of our aircraft will help us provide every customer with top quality aircraft at all times.

Southern Utah University has an open door policy. We encourage customers to come with any suggestions and/or concerns. Together we will grow to fit the needs of each individual customer.

Southern Utah University is your foundation for excellence in aviation education.

Rich Cannon, School Director

KCDC
2410 Aviation Way
Cedar City, UT
84721

SUU SOUTHERN UTAH UNIVERSITY

AVIATION

SOUTHERN UTAH UNIVERSITY AT A GLANCE

Southern Utah University operates with the objective of helping students achieve career goals and meet the standards set by the aviation industry in providing comprehensive courses and training.

The full Southern Utah University Course Catalog may be accessed through your SUU Portal at suu.edu. Below is an overview of the courses available for training in either Fixed-Wing or Rotor-Wing.

Fixed- Wing:

Solo Pilot FW Lab
Private Pilot SEL Add-on FW Lab
Private Pilot MEL Add-on FW Lab
Private Pilot Certification FW Lab
Instrument Certification FW Lab
Instrument SEL Add-on FW Lab
Cross Country PIC FW Lab
Commercial Pilot Certification FW Lab
Commercial Pilot SEL Add-on FW Lab
Commercial Pilot MEL Add-on FW Lab
Certified Flight Instructor FW Lab
CFI Certification Multi-Engine FW Lab
CFI Pilot SEL Add-on FW Lab
CFI Pilot MEL Add-on FW Lab
CFI Instrument Certification FW Lab

Rotor- Wing:

Solo Pilot RW Lab
Private Pilot Certification RW Lab
Instrument Certification RW Lab
Cross Cross Country Maneuvers RW Lab
Commercial Pilot Certification RW Lab
Certified Flight Instructor RW Lab
CFI Instrument Certification RW Lab
Reciprocating Transition RW Lab
Turbine Transition RW Lab
Mountain Operations RW Lab
External Load RW Lab
Night Vision Goggle RW Lab

**SUU reserves the right to change or modify the contents of any of the individual courses, and to change or modify equipment, staff and/or materials used. In some cases, changes may be mandated by FAA regulations. In other cases, changes or modification may be necessary to improve teaching methods or to keep pace with technological advances.

CERTIFICATES ISSUED

Upon successful completion of any course(s), you may receive a course completion certificate from SUU.

Upon successful completion of the FAA practical exam you will receive the appropriate FAA certificate or rating from the FAA.

FAA CERTIFICATION FEES THAT MAY BE INCURRED

Rental of the aircraft for any FAA practical exam administered at SUU is required. A practical exam may be between one and two hours.

- FAA written examinations \$ 150.00 (per occurrence)
- FAA practical examinations \$ 500.00 - \$1,000.00 + aircraft rental (per occurrence)Required
- FAA medical \$ 85.00 - \$125.00 annually (dependent on AME fee)

SATISFACTORY PROGRESS POLICY

AVAILABILITY. Students must attempt to fly three flight blocks per week as scheduled by SUU Aviation. Their schedule must allow for timely completion of the required flight lab by making themselves available for at least 10 flight blocks per week. If the student cannot maintain this availability throughout their flight lab, the student will be given a written notice that their schedule does not meet the Satisfactory Progress Policy. Additionally, the student will be asked to change their availability. If their availability is not changed within one week of receiving written notice, the student will either receive a failing grade or be dropped from the lab if applicable. Availability forms will be required from students no later than 1 week after the semester start date. If the student does not complete his or her availability form within the allotted time they will be dropped from the lab.

CANCELLATIONS. Maintenance and weather cancellations will be handled in person by the assigned instructor and if the flight block is cancelled a ground should be expected instead. A student can receive a failing grade for any of the following cancellation combinations.

- 2 unexcused no show cancellations. A no show cancellation is when a student is scheduled for a flight or ground and the student does not attend the flight or ground for 30 minutes after the start time without contacting the assigned instructor for that period of instruction.
- 3 cancellations within a 12 hour period of the start time for a flight or ground.
- 5 cancellations within a 24 hour period of the start time for a flight or ground.

STAGE CHECKS. Students will receive a failing grade because of the following reasons:

- 3 attempts at each segment of a stage check (flight and ground) without meeting the syllabus satisfactory requirements. A student is considered unsatisfactory for a stage check when the assigned check instructor finds that the student does not meet 80% correctness on any topic required by the syllabus for that stage. If the student is found unsatisfactory on the ground portion the stage will immediately be discontinued. If the student is found to be unsatisfactory on the flight he or she will be given the opportunity to complete additional requirements of stage before discontinuing.
- Refusal of attempting a scheduled stage check for reasons other than emergencies.

GROUND KNOWLEDGE. Ground knowledge is expected to be maintained by the student throughout his or her training. Supplemental ground is available through the student's assigned flight instructor upon request from the student. If the lab does not have an associated ground course such as CFII then the assigned instructor is responsible for completing the syllabus ground requirements. A stage check will be scheduled within 5 business days upon completion of training within the stage.

CHECK RIDE. Upon completion of a flight lab the student has 60 days in order to complete his or her check ride. The check ride will be scheduled with the next available Designated Pilot Examiner (DPE). If the student does not complete the check ride within the allotted time their funds will be closed out.

INSTRUCTOR EXPECTATIONS. The assigned instructor is expected to be punctual and professional. If the assigned instructor no shows a student they will be given a single written warning and if it happens again the instructor will be considered for termination. Students are recommended to practice good communication with whichever instructor they are assigned for a given period of instruction. Students are required to check their schedule daily to ensure that they are aware of any bookings that are made to the schedule. The schedule will not be manipulated after 5pm the day prior without text or phone call notification to the student. If the instructor cannot show that he or she notified the student of a booking made after 5pm the day prior the student will not be held accountable for any cancellations made to that specific booking.

Southern Utah University's goal is to provide the best flight training possible. However, if the student does not have the aptitude to meet the expectation of a professional pilot he or she will be identified by their assigned instructor. The instructor will be responsible for providing a written description of why the student is not showing promise to complete the flight program. The student and assigned instructor will meet with the director of flight operations in order to assess the student's ability to complete the program. If it is apparent the student is lacking the ability to complete the program a written recommendation for disenrollment will be made by the director of flight operations and given to the Executive Director of Aviation for review and final approval. If the decision is to dis-enroll the student, the student will be given a written notice of disenrollment from SUU Aviation. The student has a right to appeal the decision of disenrollment. The appeal process will begin with a written request from the student stating why he or she should be allowed to continue flight training and must include ways that he or she will ensure success in the program. The letter requesting appeal should be addressed to the Executive Director of Aviation and must be submitted within 30 days of receiving the written notice of disenrollment. The appeal process will begin with a review board made up of aviation faculty or staff unrelated to the decision to dis-enroll the student and selected from a list of the following positions: check instructor, assistant chief, chief pilot, director of flight operations, administrative director, director of maintenance, administrative assistant, line instructor. Once the review board is assembled they will review all related documentation detailing why the student was disenrolled. They will then interview all parties involved in the decision including but not limited to the student, the recommending instructor, and the Executive Director of Aviation. A final written decision from the review board will be given to the student within 30 days of receiving the request for appeal.

Student Signature

Date

ADDITIONAL SOUTHERN UTAH UNIVERSITY AVIATION POLICIES AND PROCEDURES

In addition to the Southern Utah University Policies and Procedures in section 11 .2, the following apply to all aviation students:

SCHOOL POLICY VIOLATIONS. A violation of the policies contained in the SUU school catalog and this document such as conduct, dress code, etc., will result in the student's immediate referral to the SUU Dean of Students.

DRUGS AND ALCOHOL. The school promotes and protects a drug and alcohol-free learning environment. If a student exhibits any violation of FAR 91.17, mentions the excessive use of drugs or alcohol, or students or staff express concern, the student may be subject to drug and alcohol testing. Refusal to submit to testing may result in the denial of application for a certificate/rating or the suspension/revocation of any certificate/rating. If a student is arrested for any drug or alcohol-related offense (including, but not limited to a DUI), the individual must contact their instructor within 24 hours of such arrest, even if no formal charges are filed. The School Director will be informed, and the student will be placed on immediate probation from their flight labs and scheduled for a flight review. If it is found that the student failed to inform their instructor of an arrest for a drug or alcohol-related offense, the student will be immediately referred to the SUU Dean of Students.

FIREARMS POLICY. Students will follow the SUU Student Conduct Code, along with the Transportation Safety Administration (TSA) rules.

TRAINING SCHEDULE AND ATTENDANCE. Students are required to take no more than 1.5 times the recommended amount of time it takes to complete a particular course. For example, if a course generally takes 8 weeks to complete, the student is required to take no more than 12 weeks to finish the course.

- It is recommended that students commit to sufficient flight and ground time per week in order to stay within the adequate time frame of completion. The student will be provided with adequate time on the schedule to complete their flight lab within the designated time. It is up to the student to maintain attendance of their schedule through flight lab completion.
- It is the responsibility of the student to check the online scheduling (MyFlightTrain) prior to their flight to confirm the schedule and the aircraft status. The scheduling of aircraft is based on the student's availability. The student's assigned flight instructor or the scheduler accomplishes the scheduling of aircraft; it is recommended that schedules be coordinated several weeks in advance. Southern Utah University is not responsible for lost flight time due to another pilot's actions or down time due to aircraft maintenance. If a scheduling or maintenance problem arises, students will be notified of the aircraft's current status. Every effort will be made to return aircraft under maintenance to service as soon as possible. However, our number one consideration is safety.

FLIGHT NO- SHOW / CANCELLATION. SUU Aviation does not allow cancellations within 24 hours of any scheduled flight or ground. Students will be held accountable for any flight or ground that they cancel within a 24 hour period. The student will receive a failing grade for any of the following:

- 2 No Show Cancellations
- 3 Cancellations with less than 12 hours' notice to instructor
- 5 Cancellations with less than 24 hours' notice to instructor

A written counseling will be given to the student prior to receiving a grade outlining the expectations of the SUU aviation program.

A formal appeal process is available upon written request to the Director of Operations.

_____ (Initial acknowledgement of policy)

SAFETY PROCEDURES AND PRACTICES. Failure to strictly adhere to the guidelines established in the Southern Utah University Safety Procedures and Practices (SUU Flight Ops Manual) may result in dismissal from the SUU Aviation Program. In addition, students shall be subject to dismissal from a flight lab if found:

- Destroying or damaging school property.
- Using or being under the influence of alcohol or illegal drugs while on school property or attending school.
- Using alcohol in a manner that violates FAR 91.17.
- Exhibiting violence or disrespect toward any school staff member or another student.
- Cheating on FAA or school exams.
- Demonstrating any unsafe flight characteristics as described in 14 CFR 91.13.

If dismissed from the flight lab for any of these reasons the student will be fully responsible for any fees associated with flight lab.

MEDICAL CERTIFICATION. ALL SUU Aviation Program students enrolled in a flight lab must maintain a current Class II medical certificate (annual renewal) throughout the course of their training.. An Airline Transport Pilot course requires students to have a Class I medical certificate. If a student fails to hold a current Class II medical certificate at any time during training, SUU reserves the right to suspend flight training.

AVIATION PROGRAM. Courses will be presented in the SUU school catalog at the time of enrollment. SUU reserves the right to make changes to the program for state, federal, FAA, or accreditation purposes or for the purpose of updating technology or content according to current industry practices for the benefit of the student.

EMPLOYMENT DISCLAIMER. Although Southern Utah University may provide placement assistance, the school cannot guarantee employment or job placement.

FLIGHT HOURS and PRACTICAL EXAMS. Each lab has a maximum flight hour limit that is billed at a flat rate, which means no remaining flight hours or funds are reimbursed upon completion of the lab. Any flight time beyond the lab maximum will be the financial responsibility of the student. One attempt of a practical exam is included for each certification lab. Any practical exam attempt that results in costs above the allotted amount will be the sole financial responsibility of the student. Any practical exam failure or discontinuance may result in additional designated pilot examiner (DPE) and aircraft rental fees. These additional fees will be due at time of service.

_____ (Initial acknowledgement of policy)

RESPONSIBILITY OF PILOT. Students are expected to keep current charts, AFD, FAR AIM, terps, and POH/ flight manuals. This is your responsibility not only for stage checks and check rides, but also as a responsible pilot

By signing below, I acknowledge that I have read and I will abide by these policies. I also acknowledge that I have access to the most current SUU Course Catalog.

Student Signature: _____

Date: _____

SUU SOUTHERN UTAH UNIVERSITY

AVIATION

SUU FLIGHT OPERATIONS MANUAL

Southern Utah University (SUU) provides aviation safety related services to the Southern Utah University Aviation Program. As such, instructors and students must follow the Southern Utah University Safety Procedures and Practices.

The following chapters are covered in this document:

- Manual Management
- Department Structure/Responsibilities/Chain of Command
- Pilot/Dispatcher Requirements
- Flight Operations
- Dispatch Operations
- Aircraft Airworthiness
- Adverse Weather
- Aircraft and Property Security
- Non-routine Flight Operations
- Irregular an Emergency Operations
- Crew Endurance Program
- Rotor Wing Standard Operating Procedures
- Fixed Wing Standard Operating Procedures

All students should have working knowledge and all aviation activities should be conducted in accordance with the SUU Safety Procedures and Practices.

By signing below, I acknowledge that I have read, will abide by, and have received a copy of the SUU Safety Procedures and Practices.

Student Signature

Date

Student Name

Date



LIABILITY WAIVER

SOUTHERN UTAH UNIVERSITY

Release of Liability and Indemnity Waiver

Please read the following carefully before signing. This is a release of liability and a waiver of certain of your legal rights.

I AGREE AND UNDERSTAND THAT OPERATING AND/ OR RIDING IN AN AIRCRAFT ARE HAZARDOUS ACTIVITIES. Further, I recognize that there are great risks involved in aircraft operation, including but not limited to, mechanical failure, adverse weather conditions and human error. I have made a voluntary choice to participate in these activities, despite the risks, dangers, and hazards they present. I enter into this Agreement freely and voluntarily.

In consideration of allowing me to operate and/or ride in one or more of its aircraft on one or more occasions, I agree that Southern Utah University (hereinafter "SUU") shall have no duty to warn me of any of the hazards, which I may encounter while participating as an operator and/or passenger in an aircraft. I hereby assume any and all risk, which may be associated with and/or result from my involvement in operating and/or riding in an aircraft. I agree to hold harmless, release, indemnify and defend SUU, its representatives, officers, agents, employees, and insurers of and from any liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by me while operating and/or riding in an aircraft, including, but not limited to, those injuries and damages caused by the negligence and/or breach or warranty, expressed or implied, on the part of SUU.

I agree to assume any and all risk and responsibility for any accident or incident, and agree to release and hold SUU harmless from any liability for any injury or damage to myself or my property, or which I may cause to the person or property of another, occurring while I am operating and/or riding in an aircraft, and whether resulting from negligence or some other cause.

I HAVE CAREFULLY READ THIS waiver AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT BY SIGNING THIS AGREEMENT, I WAIVE CERTAIN LEGAL RIGHTS, WHICH MAY LEGALLY PREVENT ME OR OTHER PERSONS FROM RECOVERING IN ANY LAWSUIT OR IN CONNECTION WITH ANY OTHER LEGAL CLAIM, AND THAT THIS AGREEMENT IS BINDING UPON ME, MY HEIRS, ASSIGNS, AND LEGAL REPRESENTATIVES.

I hereby certify the following:

1. I am eighteen years old or older or I am under the age of eighteen and have the permission of a parent or legal guardian.
2. I am in good health and have no physical limitations or conditions that would be affected by operating or being a passenger in an aircraft, with the understanding that the aircraft is not pressurized.
3. I am not under the influence of alcohol or drugs.
4. I am not taking any medications that prohibit me from operating or being a passenger in an aircraft.

NAME (printed): _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____ DATE: _____

EMERGENCY CONTACT NAME: _____ TELEPHONE: _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN: _____