



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

## Prerequisites and Corequisites

The sequence and timing of ground schools and flight labs is critical to student success. In addition to successful training, the FAA and other entities including program accrediting entities expect prerequisites to be established and enforced.

Prerequisites and corequisites are outlined in the current SUU catalog. Registrations will follow these prerequisites and corequisites.

## Waiver Requests

Any variance from these registration policies will require approvals as appropriate from authorities at the airport as well as campus. Deviations will not be considered without justifiable reason. Airport approving authorities include Director of Flight Operations and Executive Director of Aviation. Campus approving authorities include only Chair of Aviation Sciences.

## Extensions

Any flight lab extensions are expected to be completed as soon as possible. In cases where extensions need to continue beyond the start of the next semester, the students will not be permitted to begin the next flight lab until the extended flight lab is completed.

# Course Retake 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.

Any lab repeats will require a formal review before the student is allowed to enroll. Retakes must receive authorization from a committee consisting of at least the following: Director of Flight Operations, the Executive Director of Aviation, at least one individual from the Aviation Sciences' academic group and one individual from Aviation Sciences' student services. For retake consideration students must provide written documentation of the extenuating circumstances causing failure in the prior flight lab and an explanation of how and why the additional attempt will be successful. Requests to exercise this option will be submitted to the Director of Flight Operations. Providing this documentation **does not guarantee approval**. Past flight training performance and current academic standing will be considered in approving or disapproving a request. Students will be informed of approval or disapproval after an application has been submitted and adequate time has been allowed for consideration. Under no circumstances will the student be allowed to take the same lab more than 3 times.

## Remedial Time

Under exceptional circumstances, a student might need a few additional flight hours, or remedial time, due to failing a checkride, not flying for an extended period of time while waiting for an FAA checkride, failing an End of Course exam (EOC) for one or two minor items, etc. Prior approval from the Director of Flight Operations is required before purchasing any additional hours not included in the formally defined flight lab. These remedial hours are not part of the degree program and will have no bearing on the student's grades for any flight lab. Students requesting remedial time are completely responsible for any costs associated with flight time.

## Aviation Courses Other Than Flight Labs

SUU general policy for course repeats apply to all aviation courses other than flight labs.

# Switching Platforms

Upon completing the private pilot ground and flight labs, students will maintain platform integrity. Students are advised to fully investigate which platform will meet their career goals. Switching platforms at a low hour threshold has proven to be a

significant safety concern. Any request for a change in platform at the end of their private training must have approval from both Chief Instructors, Director of Flight Operations, and Executive Director of Aviation.

Once a student has committed to either the FW or RW platform, as described in the previous paragraph, they will not be allowed to switch or add the opposite platform. The intent of this program is to prepare students for a career in either RW or FW, not both.

This policy applies only to students who acquired their initial training at Southern Utah University. A student who acquired their initial ratings through an outside institution may still acquire add-on ratings through SUU.

## Minimum Standards

Students are expected to maintain a professional standard while in the aviation program. Professional Standards are defined as follows:

An SUU Aviation student must:

- continue to meet PTS/ACS for all prerequisites attempted;
- exhibit a professional and respectful demeanor with ***all*** staff and faculty;
- dress professionally - No excessively torn clothing, flip flops, tank tops, etc. are allowed
- exhibit professional grooming standards and hygiene;
- ***maintain*** an FAA 2nd Class Medical certificate or better (annual renewal required). All students and flight faculty/staff are required to maintain commercial flight privileges (FAR 61.23).

## Credit by Pilot Certification

Credit for previous FAA pilot certificates will be awarded upon presentation and review of said certificate. The associated ground school and flight lab will no longer be required once the pilot certificate has been reviewed and accepted. 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 will be considered complete.

## Satisfactory Progress

Satisfactory academic progress in the Aviation program is measured as follows:

- Students must attend all training blocks. If a flight block is cancelled due to maintenance or weather a ground training should be expected during that training block.
- A mid term review will be held in each course to evaluate course progress. Students are expected to maintain a 70% completion rate of coursework unless negatively impacted by any of the following factors
  - Weather
  - Aircraft Maintenance
  - FAA Medical Suspensions
  - Properly Communicated and Documented Life Events

If deficiencies are found at this review, the student will be evaluated for continuation within the course and/or program.

- Students must maintain ground knowledge 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.
- Stage Checks will be scheduled with their Check Instructor at their next available open block upon completion of training within any given stage.
- Students are expected to complete check rides with the first available DPE. SUU Aviation will make every attempt to schedule DPE's in a timely manner.
- If the student fails to meet expected flight or ground knowledge standards throughout the course, they are subject to receiving a failing grade or being dropped from the lab.

- Students who fail to meet Part 141 syllabus standards may be moved from 14 CFR part 141 training into 14 CFR part 61 training at the discretion of the Director of Flight Operations and the FW Chief. Continuation of Part 141 training after the failure of 2 or more stage checks in the same flight lab will only be allowed with the approval of the Director of Flight Operations and FW Chief.

#### Notification

- Students will be notified in writing using the most efficient method available (email, printed letter) if they fail to meet satisfactory progress standards. The student will be given the opportunity to adjust their schedule to comply with progress standards.

## Attendance

A student is responsible for attending the courses for which they are enrolled. They are also responsible for making up any work missed by failing to attend class, even if the absence was approved by the University (see Policy 6.30 - Excused Absence), necessitated by illness, or personal emergency. In this sense, then, there are no “excused” absences.

Students are required to attend their scheduled training blocks as outlined in their course syllabus. At the beginning of each semester, students must coordinate with the Airport Scheduler to set up their training blocks. These blocks will consist of defined blocks each week. Additionally, the student and instructor will determine flex block schedules. Flex days consist of non-scheduled days such as weekends or when campus is closed for scheduled academic classes (Semester Breaks, Holidays). If the student cannot maintain sufficient availability, as dictated by the Satisfactory Progress policy, the student may be considered for failure or removal from the course.

It is imperative that all students make every effort to attend their scheduled training blocks. Students must notify their assigned instructor as soon as it is practical if they are unable to attend the session. All cancellations will be tracked and placed in the students training record.

Students will receive a failing grade and may be dropped from the course for three (3) unexcused no show cancellations for scheduled flights. A no show cancellation is when a student is scheduled for a flight and the student does not attend for 30 minutes after the start time without contacting the assigned instructor for that period of instruction.

Students are required to communicate with their instructor. Students should check their schedule daily to ensure that they are aware of any changes 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.

There are a limited number of flight slots available each semester. Students that choose to take a semester off from flying might forfeit their flight slot the following semester.

## Changing Instructors

The Department of Aviation makes every effort to provide the best instruction possible. In some circumstances, the instructor's teaching style and the student's learning style may not match. In these circumstances, either the instructor or student may submit a written request for a change of instructor. This should not be seen as negative but as a way to overcome any learning difficulties or plateaus. A change of instructor may also be warranted if it is determined that satisfactory progress is not being met due to scheduling conflicts. Any permanent change in instructors will be documented. From time to time a student may receive training from a different instructor due to instructor availability.

# End of Course

In order for the student to be eligible to take the End of Course examination, each student must have successfully passed the FAA written exam appropriate for the course they are enrolled in ( $\geq 70\%$ ) as well as hold a current 1st or 2nd class medical. If the student does not meet these requirements they will not be allowed to sit for the final exam and a failing grade will be entered for the EOC.

Students must score greater than 90% on a proctored practice exam prior to receiving a written test endorsement.

# Safety

Southern Utah University's Department of Aviation takes safety very seriously. If at any point a student places persons or property at risk, they will be immediately dropped from the course and receive a failing grade. Furthermore, and at their sole discretion, SUU's Aviation Safety Committee will determine if the student is able to continue within the degree.

Starting January 2019, all new students entering the Rotor Wing program will be subject to the following weight limits:  
190 lbs and above will be required to fly the Robinson R44 Raven II  
Below 190 lbs will be required to fly the Robinson R44 Cadet

# FAA Exams

Upon completion of a flight lab the student must take their checkride with the first available Designated Pilot Examiner (DPE). If the student does not complete the checkride they will receive a failing grade for the assignment.

# 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 written warning. If the instructor has a second "no show" the instructor will be considered for termination.

Notification of maintenance and weather cancellations will be the responsibility of the assigned instructor. When a training flight block is cancelled for any reason, a ground training will be substituted during that same block.

# 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 Certificate 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 the 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.

[15%] Flight Skills \_\_\_\_\_ [15%] Ground Knowledge \_\_\_\_\_ [50%] EOC Stage Check \_\_\_\_\_

[10%] Attendance \_\_\_\_\_ [10%] Check Ride \_\_\_\_\_

Grading Matrix

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

Instructor Comments:

\_\_\_\_\_  
\_\_\_\_\_

## Non-Certificate 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 the 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\_\_\_\_\_ [50%] EOC Stage Check\_\_\_\_\_

[10%] Attendance\_\_\_\_\_

Grading Matrix

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

Instructor Comments:

\_\_\_\_\_

\_\_\_\_\_

I certify that this catalog is true and accurate in content and policy.

Signature

Date