



## School of Aviation

DAVIS COLLEGE OF BUSINESS

### **Flight Program Policies**

This document describes academic and administrative policies for flight courses at Jacksonville University. As you read the various rules and regulations, keep in mind that a flight course has the same standing and responsibilities as any other University course. All University policies regarding academic performance and standards of conduct, as stated in the Student Handbook and University Catalog, but not stated here, also apply.

Since the Federal Aviation Administration (FAA) regulates Aerosim Flight Academy and all flight courses offered, all pertinent flight school policies and regulation also apply. Therefore, students are required to be familiar with, and follow Aerosim Flight Academy's policies and procedures as specified in the Operations Manual.

These policies exist to ensure that professional and academic standards are being met and taken seriously. By dedicating yourself to achieving your professional goals, you will do well in the flight program. Everyone in the flight program, including JU School of Aviation Staff, your flight instructor and Aerosim Flight Academy's Management have made it their mission to help you succeed.

If you have any concerns about the flight program, see the Director or the Associate Director of the School of Aviation immediately.

**I acknowledge that I have received, read, and understood the following sections of the flight program policies:**

- I. Scheduling
- II. Registration Policies
- III. Attendance
- IV. Lesson Preparation
- V. Flight Course Completion Standards
- VI. Ground Course Completion Standards
- VII. FAA Written Exams
- VIII. Flight Fees and Refunds
- IX. Transfer of Credits for Previous Flight Experience
- X. Residency Requirement
- XI. Standards of Conduct, Dismissal and Suspension
- XII. FAA Medical Requirements
- XIII. Communication

I understand that with my signature below, I will adhere to the policies for the entire length of my enrollment in the Aviation Management and Flight Operations Program. It will be my responsibility to obtain (from the Director, School of Aviation) any revisions made to the Flight Program Policies.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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# Flight Program Policies

### I. SCHEDULING POLICIES

1. Students will be assigned a flight block with Aerosim Flight Academy. All flight blocks consist of three (3) sessions each week. Each individual session lasts approximately two hours except for cross-country flight training, which requires longer blocks of time.
2. Students must plan accordingly before requesting a flight block assignment for the next semester. Normally this is expected to be done prior to the end of the current semester. Dates/times for flight block signups will be announced and posted at JU and Aerosim Flight Academy as well as disseminated to students via email. Students who do not have a flight block assigned during the specified signup dates will not be guaranteed a flight block for the next semester.
3. After the original flight block has been assigned, students may schedule additional periods on an individual basis by contacting their primary flight instructor. Additional periods are not “in lieu of” the regular flight block.
4. Reserving a flight period reflects the student’s commitment to pay all associated fees for that flight course. The reserved schedule may be forfeited if associated fees are not paid during the final registration date.
5. Students will be assigned a primary flight instructor at the start of every semester. Instructor assignments are made at the discretion of Aerosim Flight Academy. The Manager of Training will consider advanced requests from students for a specific instructor but assignments cannot be guaranteed.
6. Make-ups: If the student falls behind in his or her scheduled lessons during a given week, the student is required to schedule an additional make-up session no later than the end of the following week.

## **II. REGISTRATION POLICIES**

1. Registration in a flight course requires approval from the Director or Associate Director of the School of Aviation. The approval form is available in the Aviation Office.
2. If a student does not begin flight training for a registered course by the date specified in the University Calendar, or at the latest by the last day of the add / drop period, the student may be directed to drop that course.
3. In order to ensure that students do not get too far ahead in ground courses from required flight courses, specific marker lessons have been established. Students must meet these markers below before being allowed to register for the next required ground school:
  - \* To take AVS 202 and AVS 103, students must be done with Private Pilot flight lesson 31 (Stage 2 check flight).
  - \* To take AVS 303, students must be done with Instrument Rating flight lesson 32.
  - \* To take AVS 401, students must be done with Commercial Pilot Multi Engine Laboratory flight lesson 16.
  - \* To take AVS 411, students must be done with Commercial Pilot Single Engine Add-on Laboratory FAA check ride.

## **III. ATTENDANCE POLICIES**

1. Training lessons are scheduled classes and flight blocks are of equal importance to any other Jacksonville University course. Each student is responsible for arriving at the flight school sixty (60) minutes prior to their scheduled time.
2. Jacksonville University does not provide transportation to and from Craig Airport. Most students in the program have their own vehicles. Students without their own transportation may share rides with others, but ultimately it is a student's responsibility to ensure timely attendance of any scheduled activity at the flight school. A list of local taxi services will be available at both JU and the Flight Center.
3. The flight school will keep attendance records regardless of whether a lesson was completed or not.
4. If a lesson cannot be completed due to weather, mechanical, or other unpredicted reason, students are still responsible for attending the flight school at the scheduled time. Your instructor may assign and conduct groundwork related to the course.
5. Student will not be allowed to miss any scheduled activity without prior notice and a justifiable reason (e.g. sickness). Refer to Aerosim Flight Academy's Operations Manual pages 15-3 thru 15-5 for specific procedures regarding cancellations.
6. Showing up late for a scheduled flight block or not showing up is not acceptable and will be noted in the official student records. Refer to Aerosim Flight Academy's Operations Manual page 15-3 for late and no-show procedures.

7. Aerosim Flight Academy remains open throughout the year, with the exception of published holidays. Jacksonville University also publishes scheduled breaks in the Academic Catalog/ School Calendar. Students may elect to continue flight training during JU breaks exceeding 48 hours by providing written notice informing their primary instructor as well as the Manager of Training of their intentions during these breaks. Any student requesting a specific break from training other than school holidays must submit a PTO (Personal Time Off) request to ensure adequate planning can be made for all concerned.
8. During any AVO Course each unexcused absence (no-show) after the first one will result in a maximum of a two (2) point reduction of the student's final grade subject to the Director's discretion. Aerosim Flight Academy Management will send notice of each student no-show to the JU's Director of the School of Aviation.
9. Each certificate / rating allows for six (6) student related cancellations, which are considered excused absences. Excused absence number seven (7) and beyond will result in a "No-Show" subject to review. Excessive excused absences may result in automatic failure of the flight course. In no case will an absence be excused if the flight center is notified less than two (2) hours prior to the event start.
10. Additionally, students will be required to attend all mandatory Orientation and Safety briefings as directed. All Aviation (AVO/ AVM) students should enroll in the Aviation specific JU 101/ 102 course within their first year at JU. Requests to waive that attendance will be decided on a case by case basis by the Director/ Associate Director.

#### **IV. LESSON PREPARATION**

The lessons in our program are paced for the serious, alert, and motivated student. Deficiency in student progress can be caused by the lack of student preparation. In order to complete flight training in the expected time frame at minimal cost, the student must do the following:

1. Study all assigned materials as indicated in the flight-training syllabus or as prescribed by your flight instructor.
2. Complete and submit required homework assignments prior to the corresponding flight lesson. Failure to complete homework will result on a two (2) point degradation for that flight's grade. Failure to complete will result in a four (4) point loss. The third time, the flight will be rescheduled as a ground brief and the homework assignment will be completed with the instructor.
3. Be prepared to ask the primary flight instructor questions related to the material in ground school and / or the assignments that may need clarification.
4. Bring appropriate and current aeronautical charts, notebook, pencils, aircraft checklists, and any other material required for the lessons. Any electronic devices to be used are required to be charged to between 85- 100%.

5. Showing up to the flight school unprepared, will result in a corresponding 'no-show'. Consult the Aerosim Flight Academy's Operations Manual page 15-3.

## **V. FLIGHT COURSE COMPLETION STANDARDS**

1. Student success is the highest priority for the School of Aviation. It is a basic responsibility to assist the students in every way possible to successfully complete the required courses of instruction in a reasonable amount of time and within a reasonable cost. Understanding that students will progress at different rates, the charged Flight Fee represents an average of student performance over the previous year. Thus, if a student exceeds this estimated cost it may be a sign of difficulty. Student progress is monitored after every event by the assigned flight instructor and Manager of Flight operations in accordance with the Aerosim Operations Manual. Formal, programmatic student monitoring will be accomplished by a Student Progress Review (SPR) Board. This board will formally meet with the student to assess progress when the student exceeds 1.3 times the advertised Flight fee structure for any AVO Lab course, upon failure of a JU Ground School AVS course, or as appropriate to address other difficulties encountered by the student. This Board will consist of the Director, Associate Director, JU Instructor of record or Course Professor, The Aerosim Manager of Flight Operations and the student. The goal of this meeting is to provide the student with a clearly defined, personalized pathway to successful completion and/or to make a determination as to the feasibility for continuation within the program.
2. If a student is unable to complete the flight course by the end of the semester and there is a justifiable reason, the student will be granted an "Incomplete" in the flight course. Aerosim Flight Academy's Manager of Training will submit a list of students who qualify for an "I" grade.
3. Depending on the circumstances, and given the special nature of flight training, students will be given no longer than 12 months to complete an incomplete course. However the following policy will be followed for those students with incompletes:
  - a. If the student does not withdraw from the course after consideration of the School of Aviation Director, then the student will receive an "F" in the course.
4. A flight-training course is considered completed and a grade is given once the final stage check from Aerosim Flight Academy has been successfully accomplished for that course. If a FAA Practical Test is taken following completion of that course, the results from the FAA Practical Test will not affect any of the student's academic grades.
5. Once a flight course has been completed, Aerosim Flight Academy's Manager of Training will submit a final grade calculation, to the Director of the School of Aviation and the Instructor of Record for determination of a grade.

## **VI. GROUND COURSE COMPLETION STANDARDS**

1. For JU grade purposes, a ground school course is considered completed and a grade is given once the course requirements and final exam has been successfully accomplished.
2. For FAA purposes under FAR Part 141, Aerosim Flight Academy requires that all students must pass the final exam with an 80% or better to earn a graduation certificate (i.e. endorsement to take FAA Written Exam).
3. Should a student score less than 80% on the final exam, a plan of action will be determined by the student's AVO Course instructor, to prepare the student for an alternate final exam.
4. A student pursuing the same certificate as the exam will be grounded indefinitely until the corresponding retake final exam and FAA Knowledge Test have been successfully completed.
5. While the student is grounded, the regularly scheduled flight block will be used for mandatory ground work.
6. Students who fail the same ground school twice may be considered for withdrawal from the flight program at the discretion of The Director of The School of Aviation.

## **VII. FAA WRITTEN EXAMS**

1. To avoid flight grade penalty points (see below) and delays in flight training, students must take the corresponding FAA Written Tests IMMEDIATELY following the completion of a ground course. Note that the ground school graduation certificate/endorsement (if required) expires 30 days after successful completion of the ground course. FAA test results must be turned in to the student's instructor for placement in the student flight training records.
2. Note that the passing grade on an FAA Written Test is factored in the final grade of a corresponding AVO flight course that requires successful completion of the test prior to being recommended for an end-of-course or FAA check-ride. The grading policies for each flight lab are found in the "Grading Sheet" for each flight lab course.
3. Students MUST complete and pass the FAA Written Test PRIOR to the lesson specified in the table below. In addition, students MUST submit the passing FAA Written Results to their instructor no later than the START of the lesson specified below. Failure to do so will result in a penalty of one (1) letter grade reduction in the student's corresponding AVO flight course grade, Students who excessively delay taking of the FAA Knowledge Test may receive zero credit for the FAA written section. Additionally, the student who fails to complete the FAA Written test as specified in the table will be grounded indefinitely until the corresponding FAA Knowledge Test has been successfully completed.

Course	AVO 110	AVO 213	AVO 215	AVO 314	AVO 316	AVO 410	AVO 411
Lesson #	37GB	N/A	40GB	22GB	N/A	15*	7

\* Note that both FOI and FIA FAA exams must be completed and passed.

4. Students who pass the ground school and receive an endorsement but do not take the FAA Knowledge Test before their endorsement expires must pass an alternate test (administered by JU) and receive a score of 85% or better to receive a new endorsement.
5. Students who receive a failing grade on the first attempt of any FAA Knowledge Test will be required to pass an alternate test (administered by JU Faculty) with a score of 85% or better to receive a second endorsement.
6. Students who fail the same FAA Knowledge Test twice may be withdrawn from the flight program.

## VIII. FEES AND REFUNDS

1. The published flight fee must be paid in full when the student registers for a flight course. There will be no exception to this rule in accordance with the JU catalog.
2. Consult the University Catalog for information on financial aid. Tuition prepayment plans may not be applied to flight fees.
3. No student will be allowed to begin flight training until the Controller's Office notifies Aerosim Flight Academy with a "Clearance to Fly" memorandum stating that the student has paid the flight fee and the payment has been credited to the student's account.
4. Students will not be authorized to use money that has already been allocated to a future flight course to complete a previous course.
5. The course flight fee is based on demonstrated cost averages or suggested course time allocation tables (these estimations will be updated annually). After the funds have been deposited with Jacksonville University, the money is transferred to a student account at Aerosim Flight Academy that is charged each time the student completes a training activity. If it appears that the student will run out of money before finishing a course, funds to cover any additional training cost that is above the listed flight fee may be processed through the university Financial Aid Office or paid directly to Aerosim. It is the students' responsibility to track their account balance at the flight school and to request in advance a cost estimate for completion. This way, students can have sufficient time to procure the additional funds and prevent being grounded.
6. FAA practical test fees are not included in the flight fees and the student must pay a Designated Pilot Examiner directly (several different designated examiners are used and each may charge slightly different test and retest fees.)

7. Students taking FAA Knowledge Tests are also responsible for paying the required test fees directly to the testing facility. Students will be provided with a list of local and nationwide FAA-approved facilities to take their written tests.
8. If a student is withdrawing or dropping a flight course, the student must notify both the Director of the School of Aviation and Aerosim Flight Academy's Manager of Training. An official withdrawal memo from JU must be received by Aerosim Flight Academy and the student must complete all required exit paperwork with Aerosim Flight Academy's Manager of Training in order to process any refund.
9. Aerosim Flight Academy does not have a 100% refund policy on flight fees. A student will be refunded any portion of the flight fees that have not been used. In the event a fee is owed Jacksonville University, the Aerosim refunded amount will be sent to JU for collection, adjustment, and final refund.

## **IX. TRANSFER OF ACADEMIC CREDIT FOR PREVIOUS FLIGHT EXPERIENCE**

1. The University does accept FAA airman certificates and ratings as documented evidence of completion of academic work commensurate with those courses in our curriculum leading to the same certificates and ratings.
2. Academic credit will only be awarded for FAA pilot certificates obtained PRIOR to matriculation at Jacksonville University. No credits will be awarded for any partial training towards a certificate or rating.
3. If the student is pursuing the Aviation Management and Flight Operations (AVO) major, he or she must register for and pass two Aviation Operations (AVO) courses in residence before any credit will be awarded.
4. Two (2) AVO 400 level courses must be completed in order to receive advance credit based on FAA certificates for the Certified Flight Instructor course (AVO 410).
5. When the above requirements have been met, the students may petition the Director in writing for credit award. Such credit will then be entered on the official Jacksonville University transcript through the Registrar's Office.

## **X. RESIDENCY REQUIREMENT**

Once an Aviation Management and Flight Operation student has matriculated at Jacksonville University, he/she must enroll and complete all AVO flight courses and associated AVS ground courses in residence.

## **XI. STANDARDS OF CONDUCT, DISMISSAL AND SUSPENSION POLICIES**

It was recognized when the Aeronautics Program was first established at Jacksonville University that personal conduct, ethics, and reliability must be held to the most stringent standards for all students and faculty. Jacksonville University holds each student and faculty member to those standards due to the great responsibilities carried out by our graduates in their roles as flight crewmembers, dispatchers, and managers of commercial air-carriers. Each Student by, his/ her participation, agrees to hold themselves to that higher standard. Specifically:

1. Students agree to present themselves at the Airport at the prescribed time prepared and ready to fly the scheduled event (s).
2. Students agree to act and dress in a professional manner while at the airport and on campus following guidelines within the Aerosim Operations Manual page 13-3. The JU Student Flight Uniform will be worn for all flight and ground events with the exception of stage checks when business dress is required.
3. The JU Flight Student uniform is defined as the Steel Gray Polo shirt (Men's or women's) embroidered with the JU School of Aviation Logo. These will be available from the JU Bookstore starting Fall semester 2015. Trousers/ Pants or Bermuda style (no cut off) shorts. Serviceable jeans are acceptable as an alternative. Closed toe shoes are required at all times.

The University Catalog has always contained the written policy that the Program Director is the final authority of those in the Program and that his or her decisions are final. Discovery by any entity of the University community (i.e. Student Life, Public Safety, School of Aviation administration / faculty) will subject you to the following policies:

1. In matters pertaining to academic performance, University policies are followed.
2. Students who use, sell, or transport controlled substances (as defined in FAR Parts 91.17 and 91.19) will be subject to appropriate University discipline and dismissal from the program if and when such actions become known to the Director.
3. Students who engage in reckless or careless operation of aircraft so as to endanger the life or property of others (FAR Part 91.13) will be subject to dismissal from the program when and if such actions become known to the Director.
4. Students who are intemperate users of alcoholic beverages may be dismissed from the program depending on whether or not the use involves flight or dispatch training.
  - a. If involving flight / dispatch, student will be subject to dismissal.
  - b. If behavior is under other circumstances, person will be subject to suspension.
5. Students who cheat in flight or ground aviation studies may be suspended from the program.

6. Other anti-social behavior such as financial irresponsibility, offensive personal habits, continued intemperate or profane language or crimes committed under Federal, State, or local regulations will be individually considered by the Director and suspension or dismissal required when appropriate.

## 7. ANTI-DRUG PROGRAM

Jacksonville University is committed to the highest aviation safety standards. In accordance with the School of Aviation safety “culture,” in addition to the JU Drug Testing program, the university has endorsed an anti-drug program implemented and administered by our flight school contractor, Aerosim Flight Academy. As a result, all students taking part in flight training at JU may be required to participate in one of these random drug testing programs with results shared with JU Student Life. Failure to do so, would be grounds for dismissal from the program.

## **XII. FAA MEDICAL REQUIREMENTS**

1. All students must possess an FAA medical certificate prior to enrollment. Students registering in the flight program must obtain at least a valid Class II FAA Medical. Students holding a Class III medical due to Class II expiration may also begin, but should upgrade their Medical as soon as possible. Students starting in AVO 110 will also need a valid student pilot certificate (printed on the back of the Medical Certificate). All students are encouraged to obtain a Class I Medical initially to ensure that they meet the requirements to fly for a commercial carrier.
2. Students will be responsible for maintaining their FAA Medical Certificate currency.

## **XIII. COMMUNICATION**

Telephone Communications and student JU email ([xxxxx@jacksonville.edu](mailto:xxxxx@jacksonville.edu)) will be the official and primary sources of communication from JU and Aerosim Flight Academy. The student will be held responsible for any information placed in his/her email account. This applies equally to both daily (i.e. Flight Schedule) information and periodic special notices. All students are required to have a telephone with Voice mail capability.

Student mailboxes at the flight center will be the secondary source of communication from Aerosim Flight Academy. You will be held responsible for any information placed in your mailbox at the flight center. Additionally, memos, bulletins, notices and event postings are regularly placed on the bulletin boards at the flight school and/or JU School of Aviation Office.