

John D. Odegard School of Aerospace Sciences  
Aviation Department

**SUBJECT:** II.16 Student Disposition Policy (revised 09/2014)

**PURPOSE:**

- I. The John D. Odegard School of Aerospace Sciences (JDOSAS) strives to educate its students to the highest possible standards and serve them with the highest integrity and expertise.
- II. While the vast majority of students find the motivation and the discipline necessary to obtain an aviation degree and advanced aircraft certifications, there may be an occasional student who does not perform at a level consistent with accepted standards and safety practices. Because the JDOSAS is committed to its ethical responsibility to only graduate individuals who have conformed to its high expectations in academic performance and flight knowledge and skill, the following student aviation course disposition policy is adopted.
- III. UND Aerospace places the highest value on every student regardless of their race, color, national origin, religion, sex, marital status, disability, sexual orientation, age, political belief or affiliation, status with respect to public assistance, and veterans status and recognizes that without these students, the aviation program could not exist. It is the intent of this policy to be a means for faculty and staff from the aviation program to help students find their best options for their collegiate education and/or post-graduate employment.

**POLICY:**

- I. The Student Disposition Committee will be formed to review situations where a student's flight and/or academic progress is not satisfactory or if there are continued safety concerns with the student. This committee will generally be convened only after the student has met at least one Review Board (reference Aviation Department Policy II.5) and continues to display unsatisfactory performance.
- II. Once a decision is made to convene the Student Disposition Committee, the student will be placed on flight hold and removed from flight status until the Committee has ruled.
- III. The Committee will be called into session by the Assistant Chair of Academics or the Flight Program Coordinator.
- IV. The Student Disposition Committee will be comprised of eight (8) members:
  - 1) Assistant Chair of Academics or the Flight Program Coordinator (Committee Chair)
  - 2) Chief Flight Instructor or designee
  - 3) Director of Safety or designee
  - 4) Faculty member-at-large

- 5) Faculty member who teaches the academic portion of the affected flight course
- 6) Flight course manager or lead instructor
- 7) Line instructor
- 8) Student representative.

- a. All Committee members must be trained on the Family Education Right and Privacy Act (FERPA) before sitting on any hearing panel.
  - b. This Committee shall be empowered to enforce this entire policy, and may take the following actions in regards to a specific student and case under the auspices of this policy:
  - c. **No Action** - Defined as no action deemed necessary.
  - d. **Advisement** - Defined as mandating a documented meeting between the student and a faculty member and/or a flight course manager in which the student is given guidance toward making acceptable academic and/or flight course guidance.
  - e. **Remedial Training/Counseling** - Defined as a written course of action and/or curriculum which the student must successfully complete (as defined by the Committee) before being allowed to continue in the aviation program. This course of action must be signed by the student and the appropriate course manager or faculty member.
  - f. **Flight Probation Status** – The Committee shall issue goals that the student must obtain as a requirement for vacating this probationary status. In the event these goals are not met in accordance with the timeline specified by the committee, the student will be dismissed from the Aviation degree program in which the student is currently enrolled. Flight Probation Status may be used in conjunction with all of the above.
  - g. **Aviation Course Dismissal** - Defined as barring the student from further pursuing the degree in his/her current program because of performance.
  - h. The Committee will rule by majority vote, with a five (5) person quorum required. In the event of a tie, the Committee Chair or Flight Program Coordinator (as applicable) shall have the tie-breaking vote.
- V. All decisions of the Committee shall be in writing, and a copy of any decision will be sent to the affected student (at the current mailing address on file with the University). A copy will also be placed in the student's academic file in Student Services.

#### **APPEAL:**

- I. In the event the Committee determines that a student is subject to dismissal from the aviation program, the student will have the right to appeal the dismissal to the Dean of the

JDOSAS. The student will have five (5) academic days after receiving their written notice of dismissal to submit his or her appeal to the Dean of the JDOSAS. The Dean will uphold, reverse or remand the decision. In the case of remand by the Dean, the Committee shall reconvene and reconsider the case based on the Dean's instructions. The recommendation of the Committee based on remand is also appealable to the Dean. During any appeal process, the flight hold status shall remain in effect until a final disposition is reached.

**ADDITIONAL PROVISIONS:**

- I. In the event a student is dismissed from the aviation program under the auspices of this policy, provided they meet the requirements of UND, nothing shall preclude that student from seeking a non-aviation degree from UND.
- II. This policy is subject to FERPA, and as such, any and all communication regarding a specific student or a specific case will remain private and confidential unless otherwise requested by the student in writing. All Student Disposition Committee hearings will remain closed and private in compliance with FERPA to the extent required by FERPA.
- III. All written decisions of the Student Disposition Committee will be maintained in accordance with applicable university retention policies. The office of record for the Committee is the office of the Assistant Chair for Academics.

GENERAL OUTLINE OF PROCEDURES  
FOR STUDENT DISPOSITION COMMITTEE

- I. Record of those present
- II. Introduction of Committee Members, student and person/s initiating the action and others.

The student should acknowledge for the record that he or she wants an open or closed meeting, in writing and signed by the student.

- III. Statement of purpose of meeting

The JDOSAS is committed to its ethical responsibility to only graduate individuals who have conformed to its high expectations in academic performance flight knowledge and skill. This is a meeting of an academic or flight Disposition Committee to resolve the issue of a performance level that is asserted not to be consistent with accepted standards and safety practices.

- IV. Statement of material distributed to Committee Members and principal parties prior to meeting

Any materials that are to be a part of this meeting shall be available for distribution so that the Committee and any other party has access at least 48 hours prior to the meeting.

- V. Review of procedures

This is not a disciplinary hearing, legal proceeding, or courtroom process. Witnesses will not be called. The student will present his/her own statement. The student may have an attorney or other representative present, the attorney or other representative has no standing to address the committee but may consult with the student. If the student chooses to have an attorney present the Committee needs 10 days' notice prior to the date of the meeting. The student, faculty member or other principal parties will not have the right to cross-examine the other. The Committee has the right to question all parties in its attempt to achieve an understanding of the issue(s), and reserves the right to recess and/or reconvene the meeting at any time during the process, if such a request is made by a majority of Committee Members.

- VI. Presentations by person or party initiating the action and the student.

- VII. To begin, the faculty/flight operations member or other principal parties will present the reason for initiating the meeting of the Student Disposition Committee. The student will then present his/her position to the Committee. Each party will have a maximum of one-half hour to present their case.

Questions by Committee Members

The Committee will follow with questions to any of the principal parties to gather additional information. The meeting and deliberations will be audio taped. Minutes will be taken during the meeting by a member of the JDOSAS staff.

After this phase of the meeting, all except the Committee will be excused. There is the option, however, for any of the principal parties to remain during the Committee's deliberations, but, at that point, continued participation on the part of the principal parties is not allowed.

#### VIII. Deliberations and decision

The Committee will then deliberate and render a final decision. Discussion during deliberations should include only the written material and testimony presented by the student and the principal parties. The report to the Dean will only contain findings, conclusions, and recommendations which all should be fact specific. The student and other principal parties will then be notified in writing of the decision within a reasonable length of time (not to exceed 20 school days).

#### IX. Adjournment