

John D. Odegard School of Aerospace Sciences  
Aviation Department

**SUBJECT:** II.3 Repetition of Aviation Courses (revised 09/2014)

**PURPOSE:** To establish a departmental policy and the procedures for attempting an aviation course for the third time or attempting to improve a grade of “C” or higher.

**POLICY:**

Attempting a course the third time – After a student has attempted an aviation class for a second time, defined as either a withdrawal after the last day to add, or failure to achieve an acceptable grade, the student must petition the Aviation Department Faculty in order to remain enrolled in the course. Flight course students will be placed on Flight Hold until the petition process is completed.

If a majority of the Aviation Department faculty approves the request to take a course for the third time, the student will be required to sign a statement acknowledging that a third attempt will be the final attempt allowed. This statement will be signed by the student, the Assistant Chair of Academics, and the Associate Dean. Registration in a class for a third attempt is subject to seat availability in the classroom, class size limitations, and flight instructor and aircraft availability as applicable.

If the course is required for a degree in aviation and the student is unsuccessful, the student will not be allowed to continue in that degree or any other degree requiring that course.

Repeating a course to improve a grade of “C” – In addition to University policies or requirements, a student may be allowed to repeat a course to improve a grade of “C” or higher provided:

1. The attempt to improve a flight course grade is made in the semester immediately following the semester when the first attempt grade was posted or the next semester the student is enrolled. An exception to this would be for a student whose first attempt was during the spring semester; if a second-attempt is approved, the student would be allowed to attempt the course during the fall semester. In addition, if the flight course is not offered in the semester immediately following the first attempt, then the course must be taken the next semester in which the course is offered and the student is enrolled.
2. For both flight and non-flight courses, the student must complete a petition to repeat the course to improve the grade and the petition must be approved by the Aviation Department faculty.
3. The student will only be allowed to enroll in the class provided class size limitations are not exceeded, and all other pre-requisites are met.
4. Students are required to comply with all class rules, including attendance, participation and class assignments. Alternate assignments and/or additional course work may be assigned.