

John D. Odegard School of Aerospace Sciences  
Aviation Department

**SUBJECT:** II.4 Course Requirements, Aviation 499, Readings in Aviation (revised 09/2017)

**PURPOSE:** To clarify and standardize the requirements for satisfactory completion of Aviation 499.

**POLICY:** In order to receive credit for Aviation 499, Readings in Aviation, the following criteria must be met:

1. Either senior status or department permission is a prerequisite.
2. Permission from the Associate Chair is required to enroll in the course. In addition, the Associate Chair will oversee the administration of the course, and issue the final grade for the completed course.
3. It is the student's responsibility to find an academic instructor/professor who will be willing to supervise the course activities. Any academic instructor/professor may supervise a student enrolled in Readings in Aviation. The lack of available faculty to supervise students may limit student enrollment. Students are not guaranteed enrollment in the course.
4. The student is responsible for completing the course during the semester enrolled. The supervising professor is responsible for determining the final grade and for delivering the grade to the Associate Chair by the last day of finals. If a grade is not received, an "F" will be issued for the grade. An incomplete will be granted only if the supervising professor and the Associate Chair both concur.
5. One (1) to three (3) credits may be taken in any semester. The course is repeatable to eight (8) credits.
6. While an academic instructor/professor may supervise a student who is enrolled in the course, the Associate Chair determines whether the goals and objectives meet the standards and level of performance for the credits desired. A plan of action must be submitted to the Associate Chair by the end of the third week of the semester. The Associate Chair will consult with the supervising academic instructor/professor if there are questions concerning the academic rigor of the proposed plan of action. If the plan is not of sufficient depth, or if not presented to the Associate Chair by the deadline, the student may be administratively dropped from Readings in Aviation. Meeting dates and completion dates should be established and included in the plan of action submitted to the Associate Chair. Penalties for late completion should also be specified.
7. Reading material related to the aviation discipline should be considered a major component of the course, however, seminars, projects, special studies, research, or other

assignments may be approved for credit. The plan of action should clearly express the components of the course.

8. The Associate Chair is to be considered a member of any faculty committee, seminar, oral defense, or discussion group that might be established to evaluate or discuss the progress of the student.
9. The student must sign a statement agreeing to the conditions and criteria specified in the plan of action. Any changes must receive the approval of the Associate Chair.