

John D. Odegard School of Aerospace Sciences  
Aviation Department

**SUBJECT:** II.5 Academic Flight Course Policies (revised 10/2018)

**PURPOSE:** To standardize procedures for the conduct of Aviation 102, 142/143, 221, 222, 241/242, , 246, 323, 324, 325, 338, 342/343, 348, 349, 414, 415, 416, 444/445 and 480.

**POLICY:**

a) FIRST SEMESTER FLIGHT COURSE ENROLLMENT POLICY

1. Incoming Freshman students who are high-achieving students will be designated as Odegard Scholars and will receive priority to register into the first semester of Avit 102 or 142/143. The standards for being designated an Odegard Scholar will be based upon the ACT and High School GPA scores of the incoming class.
2. Incoming Freshman students who have a minimum High School GPA of 3.0 AND a minimum ACT score of 24 will be considered eligible to enroll into the first semester of Avit 102 or 142/143. This policy does not apply to students who are over 25 years old.
3. Incoming students who have accumulated 30 or more credits through the CLEP, AP/IB Courses and/or dual-credit courses, and who have met at least the minimum High-School GPA requirement OR ACT equivalency, may be placed on a waiting list for Fall Avit 102. In the event there are any open seats on the first day of class, then students on this waiting list may be placed into an open seat in the order of their confirmation deposit.
4. Eligible incoming Freshman students will be prioritized for enrollment in Avit 102 or 142/143 based on the date their confirmation deposit was received at the University of North Dakota.
5. Students must have an FAA medical certificate in their possession by the first day of ground school or they will be dropped from the course.
6. Students need to have all financial arrangements in place so that they are ready to start flight training on the first day of ground school.

b) PRE-AVIATION POLICY

1. For students starting their first semester at UND after August 1, 2019: Incoming Freshman students with either an ACT score of 24 or below OR a High School GPA of 3.0 or below will not be allowed to declare an aviation major, and instead will be classified as a pre-aviation student. Pre-Aviation students are not eligible to enroll in Avit 102 or 142/143. This policy does not apply to students who are over 25 years old.
2. After completing 12 credits in residence at UND with both an institutional and cumulative GPA of at least 2.6, pre-aviation students can apply to be admitted to an aviation program.
3. Students with an ACT score of 20 or below OR a High School GPA of 2.5 or below will not be eligible to enroll as a Pre-Aviation student, but will be allowed to enroll in the university in a different degree.

4. Any student, including those who did not meet the ATC or High School GPA requirements to be listed as a Pre-Aviation student, who completes 24 credits at UND, including the following courses: AVIT 100, AVIT 103, AVIT 126 and ATSC 110 and attains a GPA of at least 2.6 will be eligible to declare any aviation major and enroll in AVIT 102.

c) REGISTRATION

1. Registration for academic flight courses is done through Campus Connection. Flight lab registration is conducted in AIMS and students may register for a flight lab after they have registered for the academic course on Campus Connection and the daily class roster update has been performed in AIMS. To be eligible for flight lab registration, a student's flight training must be on template in the prerequisite course.

2. Airplane students may enroll in only one flight course at a time, with the exception that students may enroll in Avit 238 (UAS Operator Certification), Avit 386 (Conventional Aircraft Operations), or Avit 389 (Intro to Aerobatic Flight) concurrently with other flight courses. All flight lessons must be completed within 12 calendar months of the first day of class.

3. Helicopter students may enroll in more than one flight course at a time with permission of the Helicopter Chief Instructor or designee dependent on student's intended course of training and current flight progress.

d) PREREQUISITES

1. Except as provided below, all students, including transfers, must have a minimum grade point average (GPA) of 2.6 cumulative and institutional to enroll in Aviation 102, Introduction to Aviation; Aviation 142, Introduction to Aviation-Helicopter; Aviation 143 Private Pilot Certification (Helicopter) and all 200-level and above aviation courses.

a. If a student started their first semester at UND prior to August 1, 2018, then they must have a minimum grade point average (GPA) of 2.5 cumulative and institutional to enroll in Aviation 102, Introduction to Aviation; Aviation 142, Introduction to Aviation-Helicopter; Aviation 143 Private Pilot Certification (Helicopter) and all 200-level and above aviation courses.

b. If a student started their first semester at UND after August 1, 2018 and before August 1, 2019, then they must have a minimum grade point average (GPA) of 2.6 cumulative and institutional to enroll in Aviation 102, Introduction to Aviation; Aviation 142, Introduction to Aviation-Helicopter; Aviation 143 Private Pilot Certification (Helicopter) and all 200-level and above aviation courses. Exceptions can be made for students who have a GPA of 2.5 or higher if there is space available in the flight course sought by the student.

This policy does not apply to first semester freshmen who do not have a college GPA.

2. Students must satisfactorily complete prerequisite ground school and flight training courses

prior to conducting any training in a subsequent course. Satisfactory completion means that an academic grade of “C” or higher has been attained and all flight lessons, flight hour requirements, and FAA Practical Tests have been satisfactorily completed.

3. Prerequisites must be met prior to the first class meeting. Students who do not meet this requirement will be dropped from the course.
4. Students must have an FAA medical certificate in their possession by the first day of ground school or they will be dropped from the course.
5. Students need to have all financial arrangements in place so that they are ready to start flight training on the first day of ground school.

#### e) ACADEMIC STANDARDS

To satisfy course requirements, students must earn at least an academic grade of ‘C’ in each flight course. To earn a “C” overall requires a minimum composite score of at least 76%. If a student receives a “D” or “F” grade, the academic portion of the course must be repeated prior to enrollment in the next subsequent course. All flight lessons that were previously accomplished will be carried forward into the next semester.

#### f) EXAMS

Students who earn less than 76% on any block or final exam must retake that exam prior to taking the next subsequent exam. In addition, by the end of the course, a student’s first-attempt block exam average (excluding the final exam) must be at or above 76%, otherwise the entire course must be retaken. Course instructors also have the authority to deny retakes on final exams, in which case the student must retake the entire course to fulfill FAR Part 141 and degree requirements.

#### g) REVIEW BOARDS

Review Boards are conducted for students demonstrating substandard performance as a means to help them succeed in their academic and flight endeavors. Review boards are not meant to be punitive but are used as a means to identify and assess the factors contributing to substandard performance and offer possible solutions.

Review Boards may be conducted for either academic or flight progress and are triggered by any pattern of substandard performance, which might include (but is not limited to) the following:

1. Scoring below 76% two or more times on the same exam
2. Repeated class absence
3. Inadequate flight activity
4. Poor flight progress (multiple repeats of the same lesson, abnormally high flight time)
5. Failing the same stage check twice
6. Concerns regarding flight safety and/or unprofessional behavior

Review Boards are generally initiated by those individuals closest to the instructional process---ground school or flight instructors, but may also be initiated by academic or flight course managers when alerted to the situation.

The individual initiating the Review Board will be responsible for selecting and coordinating appropriate participants to engage in the review process. Due to the specifics of each situation, board makeup will vary, but it is important that appropriate personnel participate to accurately identify the student's shortcomings and identify corrective action. Review Boards initiated for reasons primarily related to the academic ground school may just include the student and the academic instructor. In other cases, Review Boards may include the student, the flight instructor, the instructor's immediate supervisor, and other representatives from both academics and flight operations.

Review Board proceedings will be documented by entering a Pilot Manager comment in AIMS.

Following the Review Board, if substandard performance continues, the Student Disposition Policy, II-16 may be applied. Coordination between the academic instructor and flight course manager will determine if a Student Disposition Committee meeting is warranted.

#### h) ATTENDANCE

Students are required to attend class in order to meet FAA Part 141 certification and other contractual requirements. Roll will be taken in class. Each missed class period must be made-up with either the classroom instructor or a flight instructor. The instructor who conducts the make-up will certify coverage of the appropriate material by completing a Ground Training Certification form. These forms must be completed prior to the next scheduled block exam and will be maintained by the ground school instructor in the class records file.

#### i) INCOMPLETE ACADEMIC GRADES – AIRPLANE COURSES

1. Students are expected to finish all flight training associated with an academic flight course during the semester in which the class was taken.

2. If extenuating circumstances prevent a student from completing flight requirements on time and the student has demonstrated satisfactory progress, the Academic Instructor (in coordination with the Flight Course Manager) may assign a grade of INCOMPLETE. Satisfactory progress is defined as completion of an average of two invoiced activities per week during the Fall and Spring semesters, and three activities per week during the Summer. These can be either GR or FL invoices.

3. Students assigned an INCOMPLETE must finish the flight training associated with the academic flight course within 12 calendar months from the first day of class in the semester in which the academic course was first started. If the class started August 21, the flying associated with that class would have to be completed by August 31 of the following year. This same rule

applies to the spring and summer sessions. Failure to complete all course requirements within this time frame will result in assignment of an “F” and the academic course must be repeated.

j) INCOMPLETE ACADEMIC GRADES – HELICOPTER COURSES

1. Students are expected to finish all flight training associated with a helicopter flight course within the timeline set forth by the syllabus for that lab.
2. If extenuating circumstances prevent a student from completing flight requirements on time and the student has demonstrated satisfactory progress, the Flight Course Manager (in coordination with the Chief Flight Instructor) may assign a grade of INCOMPLETE. Satisfactory progress is defined in the course syllabus.
3. Failure to complete all course requirements within this time frame will result in a failing grade for the flight course and it must then be repeated.

k) CHANGING AVIT 102 FLIGHT COURSE TEMPLATES

Students may switch from the Avit 102 Private Pilot Training Course Outline (TCO) to the Avit 101 Survey of Flight TCO at any time through coordination with the Avit 102 flight course manager. All flight lessons for either TCO must be completed within one year from the beginning of ground school.