

II. 5. Academic Flight Course Policy – Manned Aircraft Flight Courses

Revision Date: September 2022
Next Revision Due: June 2026
OPR: Associate Chair, Department of Aviation

Applicable Flight Courses: Aviation 102, 142/143, 221, 222, 241/242, 247, 323, 324, 325, 414, 415, 440, 444/445, and 480.

Explanation of Changes

- September 2022 – this revision has two updates:
 - Changed all reference of weighted GPA to unweighted GPA as this is consistent with University policy.
 - Removal of Change of Major process as this was moved to a memo and will be handled procedurally as it is a process and not a policy.
- October 2021 – this revision has two updates:
 - The first revision is an update to adjust the GPA threshold for priority enrollment into a fall semester Avit 102. In order to manage year-to-year enrollment trends, it is necessary to adjust the GPA threshold accordingly. This change empowers the Department Chair to adjust the incoming GPA minimum each year in response to capacity and enrollment trends.
 - The second revision places restrictions on transferring into the Commercial Aviation, Unmanned Aircraft Systems, and Aviation Management degrees from any other degrees within the institution.
 - **Reason:** These changes are being added to manage enrollment and facilitate the enrollment cap that is being instituted for the Fall 2022 semester.
- February 2021 – this version is an update to clarify the Avit 102 registration priority, align policies for non-U.S. citizens with established procedures, and remove reference to special registration procedures for Avit 480.
 - **Reason:** Due to an increase of students admitted for summer and spring semesters, clarification was needed to ensure the Avit 102 registration priority applies to all semesters. Additionally, clarification was needed on the use of unweighted High School GPA and rounding of High School GPA in the Avit 102 registration priority. Furthermore, additional detail was required to explain the requirements for non-U.S. citizens. Finally, registration for Avit 480 now aligns with all other flight courses, eliminating the need for reference to a special procedure.
- July 2020 – this version is an update to remove reference to ACT/SAT scores in the eligibility requirements for flight course enrollment.
 - **Reason:** The State Board of Higher Education decided to “temporarily waive the requirement of standardized test scores (ACT or SAT) that are normally submitted as part of the application process for admission to North Dakota’s eleven colleges and universities.” This temporary change will be in place

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through the summer of 2022. As such, all reference to ACT/SAT scores have been amended to account for this change.

- March 2020 – this version is an entire re-write of the existing policy and therefore will be considered a new, original version of this policy.
 - **Reason:** This policy was developed to guide UND Aviation students, faculty, and staff on the handling of academic course grading and administration procedures for manned, aircraft flight courses.

1. Prerequisites to Flight Courses

- a. All aviation majors – including transfers – must have a minimum cumulative and institutional grade point average (GPA) of 2.6 to register in Aviation 102, Aviation 142, Aviation 143, and all 200-level and above aviation courses.

NOTE: This does NOT apply to first semester UND students who do not have a college GPA.

- b. Students must satisfactorily complete prerequisite ground school and flight training courses prior to conducting any training in a subsequent flight course. Satisfactory completion is defined as achieving an academic grade of “C” or higher in the ground school and all flight lessons, flight hour requirements, and FAA Practical Tests have satisfactorily been completed.
- c. Prerequisites must be met prior to the first date of class shown in Campus Connection. Students who do not meet this requirement will be dropped from the course.
- d. Aviation 102 students must have a valid FAA medical certificate in their possession by the first day of ground school or they will be dropped from the course.
- e. Students need to have all financial arrangements in place so that they are ready to begin flight training by the first date of class shown in Campus Connection. Should a student’s flight progress be impeded due to financial constraints, there will not be any accommodations made to flight course progress requirements. Students should refer to the syllabus for the flight course they are taking for details regarding minimum flight course progress.

2. Non-U.S. Citizen Students Enrolling in UND Aviation Flight Training Courses

- a. All non-U.S. citizen students are required to contact the Asst. Chair of Flight Academics or a Chief/Asst. Chief Flight Instructor to initiate the FAA Aviation English Language Standard (AELS) evaluation.

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1. Students that have English as their primary language are not required to complete the AELS evaluation provided it has been approved by either the Asst. Chair of Flight Academics or a Chief/Asst. Chief Flight Instructor
 2. Students that possess a permanent resident card (green card) are not required to complete the English evaluation.
 3. Students that do not have English as their primary language, will have an AELS evaluation in accordance with FAA AC 60-28B.
 1. Students that meet the standards listed in AC 60-28B will be approved to enroll into their first UND Aviation flight training course.
 2. Students that do not meet the standards listed in AC 60-28B will not be permitted into the UND Aviation flight training program.
- b. Students that meet the standards of AC 60-28B are required to register online to the Transportation Security Administration (TSA) Alien Flight Student Program (AFSP) within 180 days of their intended beginning of aviation training.
1. UND will validate student TSA/AFSP registrations only when the AELS evaluation has been completed and all standards are met.
 2. Students are allowed to register to the TSA/AFSP before the AELS evaluation. However, UND will not validate that registration until the AELS evaluation has been completed and all standards are met.
 3. Students (holding permanent resident status or a visa) must have received clearance to begin flight training through the TSA Alien Flight Student Program (AFSP) by the first date of class shown in Campus Connection.
 1. Aviation training must begin within 180 days of TSA/AFSP approval and is good for 365 days from the date of TSA approval.
 2. Students are responsible for maintaining their TSA approval status throughout the course of training.

3. Registration in Flight Courses

- a. Registering in an airplane flight course is completed as follows:
 1. *Reserve a spot in AIMS.* Students who are on template or complete with their current flight course will be allowed to reserve a spot in the subsequent flight course.

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2. *Register in Campus Connection.* Once students complete the flight training for their current flight course, they will be allowed to register in the subsequent flight course in Campus Connection.

NOTE: Authorizations are emailed on a weekly basis.

3. *Select a Flight Lab.* Once students have registered for a flight course in Campus Connection, they will be allowed to select a flight lab in AIMS.

NOTE: AIMS conducts a daily class roster update therefore flight lab selection should be attempted the day after registration in Campus Connection.

NOTE: Incoming students will register in accordance with processes established by the Aerospace Success Center and the University of North Dakota

- b. Priority for incoming students registering in Avit 102/142/143 is given as follows: (Refer to Table 1)

NOTE: The following registration priority for incoming students will be used until the applicable sections of Avit 102/142/143 are full. Students who are eligible to register for a section of Avit 102/142/143 after all sections are full will be placed on a waitlist in order of deposit date.

NOTE: Students must have declared one of the following majors in order to be eligible to take Avit 102/142/143 during the first fall semester of attendance at the University of North Dakota: Commercial Aviation, Unmanned Aircraft Systems, Aviation Management. Other majors and concentrations may take Avit 102 only after completing 30 credits at the University of North Dakota as long as they have a 2.6 cumulative and institutional GPA.

1. Incoming first-year students who have reached their 25th birthday by the first day of the respective semester and transfer students who have a minimum GPA of 2.6 will be eligible to register in Avit 102/142/143. Students within this group will be prioritized based on the date of their deposit to the University of North Dakota.

2. Incoming first-year students will be considered eligible to register into the first semester of Avit 102/142/143 if the High School GPA is at or above a minimum threshold established by the Department

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Chair according to capacity and enrollment demand. Students within this group will be prioritized based on the date of their deposit to the University of North Dakota.

3. Incoming, first-year students who have a unweighted High School GPA greater than 2.5 but less than the minimum threshold established by the Department Chair will not be eligible to register for Avit 102/142/143 during the first fall semester of attendance at the University of North Dakota. In order to be eligible to register, these students must complete at least 12 credits with a minimum 2.6 cumulative and institutional GPA at the University of North Dakota.
4. Incoming, first-year students who have an unweighted High School GPA of 2.5 or less will not be eligible to register in Avit 102/142/143. In order to be eligible to register, these students will need to complete at least 24 credits maintaining at least a 2.6 cumulative and institutional GPA at the University of North Dakota. Students in this category are encouraged to take AVIT 100, AVIT 103, AVIT 126, ATSC 110/ATSC 110L along with any suggested essential studies courses.

NOTE: Students who are eligible for Avit 102 registration may choose to defer to a later semester however, these students must maintain least a 2.6 cumulative and institutional GPA in order to be eligible to register in Avit 102 in a later semester.

NOTE: High School GPA will not be rounded (ex. 2.99 < 3.0).

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Table 1. Summary of Avit 102 Incoming Student Registration Priority

NOTE: The following registration priority for incoming students will be used until the applicable sections of Avit 102/142/143 are full. Students who are eligible to register for a section of Avit 102/142/143 after all sections are full will be placed on a waitlist in order of deposit date.

Registration Priority	Qualifications	Eligibility Notes
1	A student who has reached their 25 th birthday by the first day of the respective semester OR a transfer student with a college GPA \geq 2.6	Eligible for registration in Avit 102
2	A first-year UND student with an unweighted High School GPA \geq threshold established by the Department Chair (3.5 Fall 2022)	Eligible for registration in Fall Avit 102 but priority will be based on capacity and enrollment trends. A threshold GPA will be set each fall semester. (3.5 Fall 2022) Eligible for registration in Avit 102
3	A first-year UND student with an unweighted High School GPA $>$ 2.5 but $<$ threshold established by the Department Chair	Must complete at least 12 credits with at least a 2.6 cumulative and institutional GPA
4	A first-year UND student with an unweighted High School GPA \leq 2.5	Must complete at least 24 credits with at least a 2.6 cumulative and institutional GPA

- c. Students may **only** register in **one** manned airplane flight course at a time with the following exceptions: Avit 386, Avit 389 can be taken concurrently with other flight courses. Refer to the UAS Flight Course Policies for details on taking concurrent UAS flight courses.
- d. All fixed-wing flight lessons must be completed within 12 calendar months of the first day of class indicated in Campus Connection. All flight lessons that were previously completed will be carried forward into the next semester.
- e. Registration for all helicopter flight courses (ground school and flight labs) is done through Campus Connection. Helicopter students may register in a helicopter flight lab after the last day to add until the last day to drop – with permission from the Helicopter Chief Flight Instructor, Assistant Chair of

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Flight Academics, or a designee. Helicopter students may register in more than one flight course at a time (dependent on the student's intended course of training and current flight course) with permission of the Helicopter Chief Instructor or designee.

4. Academic Standards Necessary to Pass a Flight Course

- a. 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%. The composite score will include a combination of block exam scores, assignments, projects, participation points, and the final exam. If a student receives an academic grade of "D" or "F", the academic portion of the course must be repeated prior to registering in the subsequent course. All flight lessons that were previously completed will be carried forward into the next semester.

5. Exams

- a. Students who earn less than a 76% on any block exam, must retake that exam prior to taking the subsequent exam. In addition, a student's first-attempt block exam average (excluding the final exam) must be at least 76% by the end of the course, otherwise the entire course must be retaken. A failure of the final exam will constitute retaking the academic ground school. Under exceptional circumstances, the academic instructor may allow a retake of the final exam.

6. Review Boards

- a. *Description.* Review Boards are conducted as a means of helping students demonstrating substandard academic or flight performance. 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.
- b. *When Initiated.* Review Boards are prompted by any pattern of substandard performance which may include (but is not limited to) the following:
 1. Scoring below a 76% two or more times on the same block exam
 2. Repeated class absence or tardiness
 3. Inadequate flight activity
 4. Poor flight progress (multiple attempts of the same lesson or abnormally high flight time)
 5. Failing the same stage check twice
 6. Concerns regarding flight safety and/or unprofessional behavior

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- c. *Who Can Initiate.* Review Boards can be initiated by academic instructor, flight instructor, Assistant Chair of Academics, or Assistant Chief Flight Instructor.
- d. *Board Composition.* The Assistant Chair of Academics or the Assistant Chief Flight Instructor will be responsible for selecting and coordinating the appropriate participants to engage in the review process. Board makeup will vary depending upon the situation. It is important that appropriate personnel participate in order to accurately identify the cause and corrective action for a student's substandard performance. Review Boards initiated for academic reasons may just include the student and the academic instructor or faculty member. In other cases, Review Boards may include the student, the flight instructor, the flight instructor's primary supervisor, and other representatives from both academic and flight operations.
- e. *Documentation.* Review Board proceedings will be documented by entering a Pilot Manager comment in AIMS.
- f. *Continued Substandard Performance.* Following the Review Board, if substandard performance continues, the Student Disposition Policy may be initiated. Coordination between academic instructor or faculty member and Assistant Chief Flight Instructor or the Assistant Chair of Academics will determine if a Student Disposition Committee meeting is warranted.

7. Attendance

- a. Students are required to attend class in order to meet FAR Part 141 certification and other contractual requirements. Attendance will be taken for each class period. Each missed class period must be made up with either the academic instructor or a flight instructor. The instructor who conducts the make up will certify coverage of the missed 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 academic instructor or faculty member in their class records file. These files must be kept for the length of time specified by the UND records retention policy.

8. Satisfactory Progress (SP) Grades – Airplane Flight Courses

- a. Students are expected to complete all flight training associated with an academic flight course during the semester in which the class was taken.
- b. If extenuating circumstances prevent a student from completing the flight requirements on time, and the student has demonstrated satisfactory progress, the academic instructor or faculty member (in coordination with

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the Assistant Chief Flight Instructor assigned to the course) may assign a grade of Satisfactory Progress (SP).

- c. Students assigned a Satisfactory Progress (SP) must finish the flight training associated with the academic flight course within 12 calendar months from the first day of class shown in Campus Connection. Failure to complete all course requirements within this timeframe will result in an academic grade of "F" which will require the student to retake the entire academic course.

9. Satisfactory Progress (SP) Grades – Helicopter Flight Courses

- a. Students are expected to complete all flight training associated with a helicopter flight lab within the timeline established by the syllabus for that flight lab.
- b. If extenuating circumstances prevent a student from completing the flight requirements on time and the student has demonstrated satisfactory progress, the Helicopter Chief Flight Instructor (in coordination with the Assistant Chair of Flight Academics) may assign a grade of Satisfactory Progress (SP).
- c. Failure to complete all course requirements within this timeframe will result in a failing grade for the flight course, which will require the student to retake the flight course.

10. Retaking Academic Flight Courses

- a. In the event that a student is required to retake an academic flight course, the student must register for a section taught by a different academic instructor or faculty member than the previous attempt. Exceptions to this policy are subject to approval by the Assistant Chair of Flight Academics.
- b. Students may elect to retake academic flight courses in order to improve an academic grade of "C". Refer to the Academic Policy regarding Repetition of Aviation Courses for more information on this process.
- c. Students attempting an academic flight course for the third time must petition the Aviation Department Faculty in order to remain registered in the course. Refer to the Academic Policy regarding Repetition of Aviation Courses for more information on this process.

11. Transferring Between Avit 102 and Avit 101

- a. Students may transfer from the Avit 102: Private Pilot Training Course Outline to the Avit 101: Survey of Flight Training Course Outline with the following restrictions:

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1. Coordination must be made with the Assistant Chair of Flight Academics
2. Students who have completed Lesson 23 of the Avit 102 Training Course Outline will not be required to conduct any additional training in the Avit 101 Training Course Outline
3. Students who have not completed Lesson 23 in the Avit 102 Training Course Outline will be provided with a list of flight lessons to complete in the Avit 101 Training Course Outline.
4. Students registered in Avit 101 will still be required to complete the associated flight training within 12 calendar months of the first day of class indicated in Campus Connection.
5. Students who transfer from Avit 102 to Avit 101 will not be permitted to return to Avit 102.

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