



# **SUU Aviation Student Handbook**

Supplement to  
Southern Utah University  
*Student Handbook*  
and  
*General Catalog*

**ALL students participating in aviation courses at Southern Utah University are responsible to read, understand, and follow the policies in this handbook.**

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# Aviation Application Requirements

The evaluation of student applicants for flight privileges starts anew each semester. There is no waitlist and previous applications hold no weight in the current application process. Being selected for flight privileges involves a competitive process as we are limited by airspace and aircraft availability. At no time is any student guaranteed a flight spot, and there will be a new pool of applicants to compete within each application cycle. SUU Aviation evaluates students at each step as described in the Application Process.

## Before Applying

### Minimum GPA Requirement

SUU Aviation requires students to have a minimum GPA of 2.7. If students do not meet this requirement, they will not be considered for flight privileges. Flight training is a demanding course of study and requires good time management skills and academic agility. Students must prove they can attain an adequate GPA before applying for flight privileges. Aviation Admissions will consider high school GPA or transfer GPA if a student has attended another institution of higher learning. Once a student is admitted and completes a semester of study at Southern Utah University, only their SUU GPA is considered for the Flight Privileges Application. This includes any previous semesters at SUU and midterm grades for the semester in which applications are being evaluated.

While the *minimum* requirement is a 2.7, students are encouraged to strive for a 3.0 or higher to be competitive in the application process.

### *Multiple Application Attempts*

Students are allowed to apply for flight privileges up to three times. The Application Fee is only charged for the first application and an attempt is only counted after the student meets the requirements of step 1 outlined below. If after applying three times, a student has not received a flight spot, the student will be moved to the Associates of General Studies major until they choose a new area of study. Students may choose any other major but will no longer be eligible for a Professional Pilot degree at Southern Utah University.

### *Disqualification Based on Previous Certification or Rating*

SUU Aviation does not accept certificates or ratings acquired from external training programs beyond Private. If a student already holds an Instrument rating, Commercial certificate, CFI certificate, or CFII rating in their desired wing type (fixed or rotor) they are not eligible for flight privileges or at Southern Utah University and will not be eligible for a Professional Pilot degree at Southern Utah University.

Students with certifications or ratings above a Private certificate in a wing type (fixed or rotor) may still pursue flight privileges in a different wing type.

### *Medical Certificate Prerequisite / Disability Resource Center Office*

SUU Aviation requires all of its students to hold and be able to maintain a First or Second Class FAA Medical Certificate which must be renewed annually (every 12 months). The FAA Medical certificate may not have any limitations that would make you unable to successfully complete degree program requirements.

Some medical limitations on the FAA Medical Certificate may disqualify students from flying in certain conditions. Such limitations could restrict students' ability to successfully complete the requirements of the Professional Pilot degree. Under FAA requirements, if the Aviation Medical Examiner lists certain limitations on the certificate, including but not limited to - "no night flight," "color blind," or "no flight by color signal" - you may not be eligible for flight privileges or to complete all of the training required for your degree at SUU. However, applicants with "color blind" on their certificate may still be able to obtain a qualifying FAA Medical Certificate and qualify to be eligible to apply for flight privileges if they obtain a Statement of Demonstrated Ability (SODA).

Additionally, for operational safety reasons, your weight (as listed on your FAA Medical Certificate) must be, and remain, below 275 lbs to maintain any flight privileges granted.

If you have health issues or otherwise have a disability that may interfere with your ability to meet flight privilege requirements of other aviation program requirements, please contact the [SUU Disability Resource Center](#) for assistance.

### **Flight Privileges Application Process**

Students must meet the deadline for completion/submission for each step. After the due date has passed for each step, SUU Aviation will invite the students that are moving forward to complete the next step by granting them access within the Canvas course. All of the application steps are visible to students in this Canvas course, but can only be accessed by students who are invited to continue to the next steps in the application process.

SUU Aviation will evaluate students in each of the steps outlined below using the described processes to determine which students will be selected for flight privileges.

- (1) Review of candidate GPA, acknowledgment of and signing related policies, and complete quizzes on those policies;
- (2) Review of candidate aptitude test scores and First or Second class FAA Medical Certificate;

- (3) Review of two Letters of Recommendation, an Essay, and a Written Interview. End of semester GPA will also be considered to ensure academic requirements have been maintained.

**\*\*If a student does not meet the Step 1 minimum GPA requirement, or has applied for flight privileges more than 3 times, they will be disqualified from proceeding to step 2.**

**Step 1:** In this step, applicants will learn about the application process, requirements for flight training at SUU, what disqualifies students from applying, and what is included in each step of the Flight Privileges application. GPA, acknowledgement of Policy Agreements and Understanding the Flight Privileges Application Process documents, and completion of related quizzes will all be used to determine if a candidate will move on to Step 2.

GPA will be considered during Step 1. Current SUU students, will be assessed based on all grades earned at SUU including midterm grades. Transfer or new students will be assessed based on previous college GPA or High School GPA.

FAA Medical Certificates are not required for Step 1. However, it is recommended that students schedule their appointment during Step 1. Many FAA AMEs may not have an available appointment for several weeks. Making appointments early means less chance of missing the Step 2 deadline. If a candidate does not proceed to Step 2, the appointment can be canceled according to the specific AMEs cancellation policy.

***International Students:*** Make note of the additional requirements for International Students shown in the International Students module. This includes completion of PILT 0900 and completion of the OPI test with an Advanced High or Superior score. More information can be found on our [website](#).

Step 1 must be completed by the deadline to be considered for Step 2. Deadlines for each step can be found below.

**Step 2:** For applicants who meet minimum GPA requirements, have completed the policy acknowledgements, and choose to move on to step 2, a one time application fee of \$100.00 will be assessed. Once the fee has been paid students will receive an access and directions for completing the aptitude test.

Upon completion of the aptitude test and submission of a qualifying First or Second Class FAA Medical certificate, students will be assessed to move on to step 3.

Step 2 must be completed by the deadline to be considered for Step 3. Deadlines for each step can be found below.

**Step 3:** Qualifying applicants must provide two letters of recommendation, complete the admissions essay, and a written interview for assessment by the application panel. Letters of

recommendation will be evaluated by the recommenders relationship to the applicant and assessment of their personal strengths. If possible, applicants should select recommenders in responsible positions and with an understanding of the aviation industry. Essays will be evaluated based on readability, grammar, ability to follow directions, and the quality of the response to the prompt. Finally, the written interview will be used to assess the students personality, skills, experience, and motivation.

The application panel will consist of no less than three individuals from the Aviation administration team plus the Aviation Admissions Coordinator.

Students awarded flight spots will be informed via email. The number of students selected depends on availability of open flight spots which is dependent on aircraft ability, airport capacity, instructor load, etc. The top applicants in each cycle will be selected regardless of time in the program or number of attempted applications. There is no “wait list” for aviation admissions. Students must remain eligible and in good academic standing to continue with flight privileges after privileges are granted. See “Grounds for Termination of Flight Privileges” for more information.

## Deadlines

Deadlines	Spring Applications	Summer Applications	Fall Applications
Start Application	June 10 (prior year)	October 10 (prior year)	February 10 (same year)
Step One completion	June 15 (prior year)	October 15 (prior year)	February 15 (same year)
Step One decisions sent to applicants	June 20 (prior year)	October 20 (prior year)	February 20 (same year)
Step Two completion	July 15 (prior year)	November 15 (prior year)	March 15 (same year)
Step Two decisions sent to applicants	July 20 (prior year)	November 20 (prior year)	March 20 (same year)
Step Three completion	August 15 (prior year)	December 15 (prior year)	April 15 (same year)
Flight Spot Decisions sent to applicants	September 1 (prior year)	January 1 (same year)	May 1 (same year)

The month and day of deadlines will not change from year to year. For example, the Step One completion deadline for the Fall 2028 semester will be February 15, 2028.

# Course Registration Policies

Any deviation from the described course registration policies necessitates approvals from the relevant authorities both at the airport and on campus. Such Deviations will not be entertained without a justifiable reason. Airport approving authorities for these matters consist of the Director of Student Support Services, Director of Flight Operations, and the Executive Director of Aviation.

## Prerequisite and Corequisite Requirements

The sequence and timing of ground schools and flight labs is critical to student success. In addition to successful training, the FAA and other entities including program accrediting entities expect prerequisites to be established and enforced. Prerequisites and corequisites are outlined in the current SUU catalog. Registrations will follow these prerequisites and corequisites unless approved by relevant authorities in the aviation program and campus.

## Registration

To maintain accuracy in flight lab progression, prerequisite and corequisite requirements, all flight labs will be registered and scheduled through the administrative professionals at the airport. Students can only be registered for one flight lab at a time. Therefore, students will not be registered for their next lab until they have completed their flight time or received a passing grade for their previous lab.

## Waiver Requests

Flight lab waivers will be granted when proof of FAA certification (or proof of solo endorsement for solo labs) is provided.

# Failure to Fund

Funding must be in place at the start of each semester. Students will have the first week of each semester or part of term to prove their ability to fund their SUU account balance. Acceptable proof of ability to fund is a request for certification for Veterans Education Benefits, providing proof of loan acceptance, completing a payment plan application through the Cashiers Office, paying for the lab in full, or making other arrangements as approved by the Aviation Finance Manager.

Any student unable to prove ability to fund after the first week of the semester will be placed on a flight hold until proof of funding is provided. Students who have not been able to provide proof of funding by the 100% refund deadline of their part of term, will be dropped from their registered lab. Students may appeal this decision to the Aviation Finance Manager in writing.

The Aviation Finance Manager will review account balances throughout the semester. Any outstanding balance not covered by Veterans Benefits, loans, or payment plans will be the sole responsibility of the student and will result in a hold being placed on their

flight privileges until the balance is resolved. Flight holds need to be resolved through the Aviation Finance Manager or the Director of Student Support Services.

Students on a flight hold for financial reasons should still attend their scheduled flight block for ground training or they will receive a student related cancellation.

## Course Retake Policy

### **Flight Labs**

While we believe in every student's potential for success, we are also aware that the pace and rigor of our program is not always conducive to that success. To that end, SUU Aviation will only grant one retake per Certificate or Rating. For instance, a student may retake Private Solo, but may not then also retake Private Cert. No more than two retake requests will be granted to any individual student, and no student may take any lab more than three times. No retakes will be granted for elective labs. Students who are wishing to retake should submit their request in writing to the Director of Student Support Services. Retake requests should review why the student feels they were unsuccessful and address how they feel a retake will be in their best interest and how they will ensure their success moving forward.

### **Other Aviation Courses**

SUU general policy for course repeats apply to all aviation courses other than flight labs.

## Switching Platforms

If a student wishes to change platforms, they must do so prior to completing their private training. They will be required to reapply for flight privileges under their new preferred wing type. Students wishing to change wing types will be added to the next open application cycle but will not be given any advantage over other students and are at no time guaranteed flight privileges in that wing type.

Students are advised to fully investigate which platform will meet their career goals. Switching platforms at a low hour threshold has proven to be a significant safety concern. Upon completing the private pilot ground and flight labs, students will maintain platform integrity.

Once a student has committed to either the FW or RW program as described above, they will not be allowed to switch or add the opposite platform. The intent of this program is to prepare students for a career in either FW or RW operations, not both.



This policy applies only to students who acquired their initial training at Southern Utah University. A student who acquired their initial ratings through an outside institution may still acquire certifications through SUU.

## Changing Instructors

SUU Aviation reserves the right to reassign instructor and student pairs to best fit the needs of our students, block availability, instructor utilization, or staffing changes.

SUU Aviation makes every effort to provide the best instruction possible. In some circumstances, the instructor's teaching style and the students' learning style may not match. In these circumstances, either the instructor or student may request a change of instructor. This should not be seen as negative but as a way to overcome learning difficulties or plateaus. A change of instructor may also be warranted if it is determined that satisfactory progress is not being met due to scheduling conflicts.

## Safety

SUU Aviation takes safety very seriously. If at any point a student places persons or property at risk, they will be considered for removal from the flight lab and receive a failing grade. Furthermore, and at their sole discretion, SUU's Aviation Safety Committee will determine if the student is able to continue within the degree.

## Max Flight Weight Requirement

Students must maintain a flight weight no greater than 275 pounds. Flight weight includes clothing, shoes, backpacks, etc. Students will be weighed at the beginning of each semester and at the instructor's discretion. If the student is 260 or greater, they will be weighed regularly to ensure flight safety. Students that exceed 275 pounds in a given semester may complete the lab they are currently enrolled in, contingent on safe aircraft operation, weight and balance, performance and limitations specified, but will not be registered for any future labs until they are back within max flight weight. If safe aircraft operation cannot be maintained at their current weight they will be placed on hold until they fall below maximum flight weight.

Fixed wing students must weigh less than 250 pounds before they can complete the required spin training in CFI. Students that do not weigh less than 250 pounds may be required to complete their spin training endorsement (A-45) via a third party at their own expense. CFI students will not receive their checkride endorsement until they can provide proof of spin training endorsement.

# Attendance

A student is responsible for attending the courses for which they are enrolled. They are also responsible for making up any work missed by failing to attend class, even if the absence is excused by the University (see SUU Policy 6.30 - Excused Absence)

Attendance is imperative to student success and worth 10% of the total final grade. Students should strive to attend every scheduled block whether it be for a flight or a ground. At the beginning of each semester, students must coordinate with the Airport Scheduler to set up their established training blocks. These blocks will consist of defined blocks each week. It is expected that students will attend each of these blocks. Failure to attend a fixed block will result in an unexcused student related cancellation.

Additionally, the student and instructor will determine flex block schedules. Flex days consist of any block scheduled outside their assigned time. If a flight during their regularly scheduled block is canceled, an educational ground will be held in its place. Failure to attend a fixed block will result in an unexcused student related cancellation.

- Students shall inform their instructor of dates they will miss class prior to the date of that anticipated absence.
- It is the responsibility of the student to arrange with their instructor an opportunity to make-up missed flight time.
- Students should be aware that excessive absences, whether excused or unexcused, will affect their ability to succeed in their flight labs.

SUU Aviation strives to provide consistent flight training to all of its students. However, the safety of our students and instructors is of utmost importance. We will not fly if weather conditions are deemed unsafe for the student's experience level or impractical for training requirements. We will not fly if an aircraft cannot be guaranteed to operate safely. We are a training environment and as such, our aircraft experience a higher occurrence of unscheduled maintenance. Aircraft that require inspection for either scheduled or unscheduled events will not be operated until that inspection and any required maintenance has taken place. Due to the unpredictability of weather and unscheduled maintenance it is paramount that students strive to limit their student related cancellations while still making good Pilot in Command, **IMSAFE** decisions.

**Illness** - Do I have any symptoms?

**Medication** - Have I been taking prescription or over-the-counter drugs?

**Stress** - Am I under psychological pressure from school? What about financial, health, or family discord?

**Alcohol** - Have I been drinking within 8 hours? Within 24 hours?

**Fatigue** - Am I tired and not adequately rested?

**Emotion** - Am I emotionally upset?

While the **IMSAFE** checklist may prohibit students from flying, oftentimes a ground session could and should be done in its place. It is ultimately the students decision but failing to attend the required ground will result in a student related cancellation.

Student related cancellations may be excused if appropriate documentation is provided to the Director of Student Support Services. Appropriate documentation includes doctors notes, military orders, police reports, etc...

Students should review their cancellations on their student profile page in the aviation.suu.edu portal. If a student wishes to appeal a student related cancellation, they may do so by contacting the Director of Student Support Services. Appeals will be discussed with the student and canceling instructor and a determination as to the reason for the cancellation will be made by the Director of Student Support Services and the appropriate Chief.

### **Make-up Policy**

When flights are canceled for weather, maintenance, or extenuating circumstances, make-up flights will be offered at the next available time for the instructor, the student, and available aircraft. Make-up flights do not take priority over another students' regularly scheduled fixed block. It is the students responsibility to work with their instructor and make themselves available for the next available flex block.

\*Make-up flights are not required for flex blocks.

## **Aviation Incomplete Policy**

An incomplete grade (extension) will be placed on a student's record when, due to extenuating circumstances, the student is unable to complete the assigned course work by the end of the semester or session.

- Extenuating circumstances include (1) incapacitating illness which prevents a student from attending scheduled flights or grounds, (2) a death in the immediate family, including spouse or cohabiting partner, parents, siblings, children, any level of grandparent, or any level of grandchild, (3) persistent weather conditions deemed unsafe for the students experience level or training requirements, (4) excessive maintenance requirements on aircraft, (5) unsatisfactory availability of FAA approved examiners, (6) other emergencies deemed appropriate by the Aviation department.
- The student may petition the instructor for time beyond the end of the Semester or Session (not to exceed 12 calendar months) to finish the flight time necessary to complete a course. Before the end of the Semester or Session, the instructor

may request additional time for a student to complete a course by submitting an Extension Request through the Aviation Portal.

- If approved, the instructor of record will submit an incomplete contract to the registrars office.
- Due to the unpredictable nature and negative impact of weather and maintenance, an incomplete grade may be granted if any of the previously mentioned circumstances is present, regardless of flight time completed in the lab at the discretion of the Aviation Department.
- The student should not register in the lab again in order to complete the flight time required for an incomplete.
- If it is determined that a student will not successfully pass the flight lab, a grade may be submitted at the end of the semester and the student may be allowed to complete the flight time they have paid for in the lab without requiring an incomplete contract.
- Any flight lab incompletes are expected to be completed as soon as possible. In cases where extensions need to continue beyond the start of the next semester, the students will not be permitted to register for their next flight lab until the extended flight lab is completed.
- The Aviation department reserves the right to deny an incomplete to students for any of the following reasons:
  - An abundance of unexcused student related cancellations (greater than 3) or a history of student related cancellations in previous labs regardless of other cancellation reasons such as maintenance and weather.
  - Refusal to complete a stage check when that stage check is the next required lesson to progress through the syllabus.
  - Failure to successfully schedule and pass their required FAA Written exam.

If an incomplete is not granted for any of the above reasons, the student will receive a failing grade and forfeit all remaining hours in the lab. Students may then petition to retake the flight lab.

## Academic Integrity

Per SUU Policy 6.33, students are prohibited from engaging in academic misconduct, including but not limited to cheating, complicity, fabrication or falsification, etc.. Any student suspected of engaging in academic misconduct, will be referred to the applicable chief instructor, and the Academic Integrity Specialist following the procedures outlined in SUU Policy 6.33.

Furthermore, any student found to be cheating on an FAA exam as defined by CFR 61.37, will be terminated from the aviation program. Students caught cheating will also be reported to the FAA and prohibited by the FAA from applying for any certificate,

rating or authorization, or applying for and taking any tests or exams. Any certificate or rating already held by a student may be suspended or revoked by the FAA.

## Minimum Standards

Students are expected to maintain a professional standard while in the aviation program. Professional Standards are defined as follows.

An SUU Aviation student must:

- Continue to meet PTS/ACS for all prerequisites attempted;
  - Exhibit a professional and respectful demeanor with all staff, faculty, and industry partners at all times
  - Dress professionally and appropriately - No excessively torn clothing, flip flops, tank tops, etc... are allowed. Consider the environment in case of emergency landings or other unplanned events.
  - Exhibit professional grooming standards and hygiene
  - Maintain an FAA 2nd Class Medical or better (annual renewal required).
- All students and flight staff/faculty are required to maintain commercial flight privileges pursuant to FAR 61.23.

## Academic Expectations

The Aviation program at SUU is a degree seeking program and students of the Aviation program are expected to complete all requirements of their degree including aviation related ground courses and general education requirements. To that end, students must be registered for at least two other required or elective courses, before they will be registered for their flight lab. If a student fails to successfully complete their other degree requirements (such as failing, withdrawing or unofficially withdrawing from their other courses) they will not be able to register for another flight lab until they can prove academic success. A minimum GPA of 2.0 is required for students to graduate, therefore a minimum GPA of 2.0 is required to maintain flight privileges. Students must successfully complete their math and english requirements before registering for their Commercial certificate lab (PILT 2276 or PILT 2230). Students who are not prepared to meet these requirements and complete their degree, should pursue other flight training options.

Students who are struggling to meet their academic goals should utilize the resources available through SUU Student Affairs and SUU Aviations Student Support Services.

## Ground Knowledge

Students must maintain ground knowledge throughout their training. Students will be expected to meet the knowledge requirements for a stage check in their flight

lab. Supplemental ground will be provided through the student's assigned flight instructor. If the lab does not have an associated ground course such as CFII then the assigned instructor is responsible for completing the syllabus ground requirements.

## Satisfactory Academic Progress

Satisfactory Academic progress in the Aviation program is measures as follows:

- Students must attend all training blocks. If a flight block is cancelled due to maintenance or weather, a ground should be expected in its place
- A mid-term review will be held in each course to evaluate course progress. Students are expected to maintain a 70% completion rate of coursework unless negatively impacted by any of the following factors
  - Weather
  - Aircraft Maintenance
  - FAA Medical Suspensions
  - Properly Communicated and Documented Life Events
- If a student fails to meet the expected standard, they may receive a failing grade or be evaluated for removal from the course and/or program.

## Testing

- Stage Checks

Each flight lab consists of various stages of training. Each stage of training ends with a stage exam performed by a Check Instructor. Students will be assessed based on ground knowledge and flight skill and must pass the individual stage exams to progress to the next stage. Stage checks will be scheduled with the next available qualified check instructor at their next available open block upon completion of training with any given stage.
- Written Exams

Students must successfully complete the FAA written exam appropriate for the course they are registered in with a 70% or greater, in order to qualify for their EOC. Students are responsible for obtaining an endorsement from their instructor. Prior to obtaining their endorsement, students must provide proof that they have studied and are prepared by showing at least three (3) completed practice exams with a 90% or higher. Only the first attempt at written exams taken at the SUU testing center will be covered by the students' course fees. Any additional attempts or tests taken elsewhere will be the financial responsibility of the student. Written

tests must be scheduled through SUU Aviation staff, no reimbursements will be given for tests not scheduled by SUU Aviation personnel.

- EOC

In order to qualify for the end of course (EOC), students must have met the minimum requirements of the flight lab, have successfully completed their written exam as outlined above, hold a current 1st or 2nd class FAA medical certificate. If they do not meet these requirements they will not be allowed to sit for the final exam, no extensions will be granted, and a failing grade will be entered for the EOC. EOCs will be scheduled with the next available qualified check instructor at their next available open block upon completion of the training requirements for the lab.

- Checkrides

Upon completion of a flight lab, students will be scheduled for their checkride with the first available qualified Designated Pilot Examiner (DPE). SUU Aviation will make every attempt to schedule DPE's in a timely manner. One attempt of a practical exam is included for each certification lab. Any practical exam attempt that results in costs above the allotted amount will be the sole financial responsibility of the student. Any practical exam failure or discontinuance may result in additional DPE and aircraft rental fees. These additional fees will be due at time of service. Checkrides will only be covered if the checkride is completed at SUU in an SUU aircraft; unless otherwise dictated and approved by SUU Aviation administration.

- Self Exam Authority (SEA)

Part 141 Students, who have successfully completed their ground and flight training are able to receive certification through Self Exam Authority. Students will complete their practical exam with an FAA authorized examiner at Southern Utah University. As with checkrides, the student will be scheduled for their observation exam with the first available examiner. SUU Aviation will make every attempt to schedule the exam in a timely manner. One attempt of a practical exam is included for each certification lab.

Any practical exam attempt that results in costs above the allotted amount will be the sole financial responsibility of the student. Any practical exam failure or discontinuance may result in additional aircraft rental fees. These additional fees will be due at time of service. Exams are only authorized at SUU.

## Refund Policy

For courses with course fees below \$500, a student will receive a full refund of course fees if they drop the course before the "Last Day to Drop Without a W Deadline." For courses with course fees that are \$500 and above, a student will receive a refund commensurate with the amount of course fees that were expended to support the student's education during the time when the student was enrolled if they drop the course before the "Last Day to Drop Without a W Deadline." The \$500 threshold applies to the sum of course fees per CRN.

Any student who withdraws from a lab after the "Last Day to Drop Without a W Deadline" will be responsible for 100% of the course fees. If a student has an extenuating circumstance which is beyond the control of the student, completely unforeseeable and makes the continuation of the program impossible, they may request an emergency withdrawal through the standard emergency withdrawal procedure and Aviation will defer to the emergency withdrawal committees decision.

## What a Student Can Expect From Their Instructor

The assigned instructor is expected to be punctual and professional. If the assigned instructor fails to attend a scheduled student flight or ground, they will be given a written warning. If the instructor has a second "no show" they will be considered for termination. In the event that a student feels their instructor is in violation of these expectations, they should bring it to the attention of the Director of Student Support Services or the appropriate chief as soon as possible.

Instructor Do's	Instructor Don'ts
<ul style="list-style-type: none"> <li>Be professional at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Ridicule the learner's performance.</li> </ul>
<ul style="list-style-type: none"> <li>Be sincere.</li> </ul>	<ul style="list-style-type: none"> <li>Use profanity.</li> </ul>
<ul style="list-style-type: none"> <li>Present a professional appearance and personal habits.</li> </ul>	<ul style="list-style-type: none"> <li>Model irresponsible flight behaviors.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain a calm demeanor.</li> </ul>	<ul style="list-style-type: none"> <li>Say one thing but do another.</li> </ul>
<ul style="list-style-type: none"> <li>Practice safety and accident prevention at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Forget personal hygiene.</li> </ul>
<ul style="list-style-type: none"> <li>Avoid profanity.</li> </ul>	<ul style="list-style-type: none"> <li>Disrespect the learner.</li> </ul>



<ul style="list-style-type: none"> <li>• Define common terms.</li> </ul>	<ul style="list-style-type: none"> <li>• Demand unreasonable progress.</li> </ul>
<ul style="list-style-type: none"> <li>• Continue professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Forget the student is new to aviation jargon.</li> </ul>
<ul style="list-style-type: none"> <li>• Minimize student frustration.</li> </ul>	<ul style="list-style-type: none"> <li>• Set the student up for failure.</li> </ul>
<ul style="list-style-type: none"> <li>• Motivate the student.</li> </ul>	<ul style="list-style-type: none"> <li>• Correct errors without an explanation of what went wrong.</li> </ul>
<ul style="list-style-type: none"> <li>• Keep the student informed.</li> </ul>	
<ul style="list-style-type: none"> <li>• Approach each student as an individual.</li> </ul>	
<ul style="list-style-type: none"> <li>• Give credit when due.</li> </ul>	
<ul style="list-style-type: none"> <li>• Criticize constructively.</li> </ul>	
<ul style="list-style-type: none"> <li>• Be consistent.</li> </ul>	
<ul style="list-style-type: none"> <li>• Admit errors.</li> </ul>	

Aviation leadership expects a high standard of quality from all of our instructors. Students that feel they are not receiving high quality instruction should let a member of Aviation leadership know as soon as possible so the issue can be addressed and resolved. Any retaliation by an instructor against a student for bringing up concerns may be grounds for dismissal.

A key component of effective instruction is communication. Therefore students should expect to hear from their instructor on a regular basis and may contact their instructor during appropriate business hours with questions or concerns. Notification of cancellations will be the responsibility of the assigned instructor. When a flight block is canceled for any reason, a ground training session will be substituted during that same block to ensure students' satisfactory understanding of all applicable ground knowledge.

## Termination From SUU Aviation Professional Pilot Program

SUU Aviation reserves the right to terminate a students flight training any time there is a significant concern regarding a students ability to safely operate the aircraft.

**SOP Violation:** Any evidence proving that a student is in violation of SUU Aviations Standard Operating Procedures (SOP) may lead to dismissal from the program. Any student suspected of violating SOPs will be grounded until a final determination is made.

SUU Aviation will use all available data and resources to determine a student's eligibility to continue in the program. If it is determined that the student has willfully violated an SOP, they will forfeit the remaining flight time in their lab, receive a failing grade, and no refund for unused flight time will be provided. Students terminated for SOP violations will not be eligible to reapply for flight privileges in the future.

**Drug and/or Alcohol Violations** as outlined in this handbook.

**Instructor Assessment:** An SUU Aviation instructor has the personal responsibility of assessing a student's fitness to become certified. During flight instruction, SUU flight instructors are often the only ones observing students' behavior in high-pressure situations. It is their responsibility to differentiate between safe and unsafe actions and reactions. The following reactions are indicators of abnormal reactions to stress. None of them provides an absolute indication, but the presence of any of them in stressful situations is reason for concern and additional evaluation.

- Inappropriate reactions, such as extreme over-cooperation, painstaking self-control, inappropriate laughter or singing, and very rapid changes in emotions.
- Marked changes in mood on different lessons, such as excellent morale followed by deep depression.
- Severe anger directed toward the flight instructor, service personnel and others.

These reactions can indicate issues that inhibit learning or are potentially very hazardous to flight operations. If an SUU Aviation instructor believes a student may be presenting with abnormal reactions to stress and could be a hazard to themselves or others, they will inform their chief instructor who will arrange for an evaluation flight with a check instructor or chief instructor. After that flight, the instructors and other members of leadership will determine whether the student is eligible to continue their flight training.

If it is determined that a student needs further analysis before progressing, the Director of Student Support Services and Executive Director will meet with the student to discuss next steps including appeal, reapplication, etc...

## Drug and Alcohol

Federal Aviation Regulation (FAR) part 91.17 defines alcohol and drug use for anybody operating in the National Airspace System (NAS). Furthermore, alcohol and drug use is outlined in SUU's Student Code of Conduct.

Section IV.B.3.: **"Disorderly Conduct:** Conduct that substantially disrupts or interferes with University or University-sponsored activities, including but not limited to classroom

related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services."

Section IV.B.6: "**Dangerous Conduct:** Deliberate or reckless conduct that jeopardizes the health, well-being and/or safety of others or oneself."

Section IV.B.14: "**Alcohol Violations:** Use, possession, or distribution of alcoholic beverages in an unlawful manner or otherwise in violation of a University Policy (Policy 5.40)."

### **Required Drug/Alcohol Testing**

#### **Post-Accident Testing**

Students involved in accidents or incidents that result in injury, property damage, or significant safety violations may be required to undergo drug testing as soon as possible following the incident.

#### **Reasonable Suspicion Testing**

If a trained supervisor has reasonable suspicion to believe that a student is under the influence of drugs or alcohol while on duty, the student may be required to undergo drug or alcohol testing.

#### **Drug Testing Procedures**

- a. SUU Aviation will use certified laboratories and testing methods for all drug testing.
- b. Students will be notified of drug testing requirements and procedures in advance, whenever possible.
- c. Drug testing will be conducted in a manner that respects student privacy and confidentiality.
- d. Students selected for testing must report to the designated testing facility within the specified timeframe.

### **Refusal to submit to testing**

If the student refuses to submit to testing, they will be grounded and referred to SUU's Dean of Students.

### **Prohibited Substances**

SUU Aviation prohibits the illegal use, possession, distribution, or sale of controlled substances and illicit drugs, including but not limited to:

- Marijuana
- Cocaine
- Heroin
- Methamphetamine
- Psychedelics

- Opioids without a valid prescription (only when cleared by AME, and not while on flight status)

Using any substance in a manner other than how it was intended that causes or is believed to cause any altered state of consciousness. (ie, paint, hairspray, flammable liquids)

Any other substances identified as illegal or prohibited by law (State or Federal).

### **Consequences of Positive Test Results**

Students who test positive for prohibited substances may face disciplinary action, up to and including termination of training, in accordance with DOT policies and practices, applicable laws, and SUU Aviation policies.

Students may be offered assistance and resources for substance abuse treatment and rehabilitation.

### **Confidentiality**

All drug testing results will be kept confidential to the extent permitted by law. Access to test results will be restricted to authorized personnel involved in the drug testing process and any necessary administrative or legal personnel.

### **Compliance**

Students are expected to comply with this drug testing policy as a condition of enrollment with SUU Aviation. Failure to comply may result in disciplinary action up to and including dismissal from the program and degree.

## **Review and Updates**

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant policies, laws, and regulations. Updates or revisions to the policy will be communicated to students in a timely manner.