

**Chapter 5
Student Guidance**

Table of Contents

Introduction..... 3
Attendance 3
Motivation..... 4
Memory Aids 4
Listening 5
Study Tips 5
Tests..... 5
Student Accounts and Flight Clearances 6
Absence or “No Show” Policy..... 7
Time Off 7
Training Funds Minimum Balance 8
Financially Grounded Students..... 8
Student Accounts 8
Educational Loans 8
CFI Employment Application Process 9
Briefing 11
Stage Check Incomplete (Failure to Meet Standard), Oral and/or Flight..... 12
Unsatisfactory FAA Practical Test..... 13
Lesson Completion and Student Training Records..... 14
FAA Knowledge Tests 14
FAA Practical Tests..... 15
Stage Check Cross-Country Routes 15
Practical Test/Stage Check Cancellations due to Weather 15
Weather Conditions 16
Graduating or Withdrawal 17
Trouble Shooting..... 17
Policy Violations..... 18

This Page Intentionally Left Blank

Your Success, Your Responsibility

It has been said that aviation is a wonderful profession for those who wish to remain youthful and care-free, but not for those who still are. You have chosen a career track earlier than most of your peers, and one that demands your full attention from the first day of class until years from now when you discontinue flying. Maximum effort in the classroom, preparation for lesson activities, seeking assistance from faculty, staff members and instructors, practicing and studying on your spare time, *making your flight training your top priority and success your personal commitment*; These methods that will ensure a successful training experience for you in the Bridgewater State College Aviation program. The entire staff and faculty are ready, willing, and highly capable individuals who provide assistance, but you are ultimately responsible for your own success.

Go beyond the information provided in classes and flight lesson activities. Check the event calendar for scheduled activities, establish and conduct daily study periods, asking for help when you need it. This is what it means to be an active learner. The more active you are in learning your craft from those who have earned experience in your chosen profession, the more successful a practitioner you will be.

“I’ve learned that danger is relative, and that inexperience can be a magnifying glass.”
Charles Lindbergh

You may at times find that you or one of your peers needs a bit more assistance to fully understand the material that has been presented. Do not hesitate to ask questions. This is how you learn.

Attendance

Students are required to attend all assigned academic classes and flight training events (aircraft, AATD, or ground). In addition, Part 141 regulations require all students to complete a specific number of academic hours to complete a stage/course of training.

Refer to the Aviation Science Policy and Procedures Manual online at <http://www.bridgew.edu/Aviation/> for a detailed explanation of academic attendance requirements.

NOTE

Students completing make-up ground class work with a Bridgewater State College authorized instructor other than the faculty instructor will be charged for the additional make-up work.

Motivation

Success is largely a result of one's internal motivation and commitment to succeed. How you feel physically is as important as how you feel mentally and emotionally. A positive outlook is key, as is taking care of yourself. The following list provides some suggestions for making each day count towards your goals:

- ⊕ Get proper rest and begin each day refreshed and ready.
- ⊕ Keep a proper diet and eat regular morning, afternoon, and evening meals.
- ⊕ Accentuate the positive, be it with your instructor, course, progress, the weather, etc. Look for an opportunity to turn every occurrence in your favor and learn from it. A positive outlook affects how you view every situation, and therefore the quality of that experience. Make each one count.
- ⊕ Be prepared, stay alert in class and during training events, and ask questions. Look sharp, be sharp.
- ⊕ Strive to improve your performance. Determine to be successful, and in the end, you will be.
- ⊕ Remember that no one owes you your certificate or rating. Your work is your responsibility, which means the credit is yours, as well.
- ⊕ Remember: There are no shortcuts.

Memory Aids

With the amount of new information you will be exposed to, it is important for you to start working early to develop memory aids. From acronyms to flash cards there are numerous methods that pilots have employed to assist in keeping track of all the information we must carry with us on every flight. Some recommendations:

- ⊕ Use techniques such as mental pictures, acronyms, and association. Your method may not mirror someone else's, but if it works for you, then use it.
- ⊕ Apply what is learned as soon as possible. Recency of experience helps you retain information.
- ⊕ At the end of the day, review what was taught and what you learned. Repetition is another proven way to retain information longer and more effectively.
- ⊕ Prioritize to memorize: Know what needs to be remembered, and what doesn't.
- ⊕ Take notes you can understand, which may not necessarily reflect how the instructor explained the subject matter. Rote copying is typically not effective. Note the important points and concepts.
- ⊕ Maintain your notes in a neat and organized manner. This makes information retrieval easier, which in turn reduces wasted time and stress.
- ⊕ Your memory has limited capacity - Do not try to memorize everything in one day. Study each and every day to gain and retain necessary information.

Listening

Perhaps one of the most underrated skills, listening requires focus and energy. Listen not only for “what” was presented, but also *how and why* it was offered. Aviation is a profession not only of airplanes, but communication between a sender and a source. How the message is received plays a significant role in the outcome of any flight, so start listening carefully.

- ⊕ Focus on what is being said. Avoid distractions, either those created by you or for you.
- ⊕ When you are not clear about what you just heard, ASK. In this business, this one action can often prevent incidents or accidents and save lives.
- ⊕ Phrases such as "This is important" or "Don't forget to..." indicate that *what you just heard is important*, and that *you need to know it*.
- ⊕ Take notes. It is a very effective way of keeping track of what happened before, especially when *you are responsible for it now*.

Study Tips

First and most important, set yourself up for success. Establish a disciplined routine and stick to it. This requires effort, but you will soon develop a very valuable habit. Study for a predetermined number of hours each day – do not short change your study time.

- ⊕ Stay focused and avoid interruptions, but take periodic breaks as needed.
- ⊕ Study when you are at your best. If your ideal time of the day is in the morning, then do not wait until late at night to open the books. Get plenty of rest and hit the books when you are fresh.
- ⊕ Study in a clean, comfortable environment.
- ⊕ Browse the study material as an overview. Then re-read the important information in detail.
- ⊕ Pay close attention to all notes, diagrams, and summaries.
- ⊕ Organize your studying to cover the material in a systematic and logical order.
- ⊕ Review material you just studied. Repetition strengthens retention.

Tests

- ⊕ Do not cram for any test. No matter what you’ve heard, it is not an effective strategy. You’re not likely to invent a new way to do it, so study properly, and systematically.
- ⊕ Construct a list of what is going to be on the test. Study from this list.
- ⊕ Bring any equipment you need to conduct the test. Set the equipment out the night before to avoid rushing the next morning. You are less likely to leave something behind.
- ⊕ If you are well-prepared for a test, you have no reason to worry. Prepare to be successful. Remember – “If you fail to prepare, then prepare to fail.”
- ⊕ Understand the question before you attempt to answer or demonstrate, then be sure you have selected the correct response. Do the easy questions first to boost confidence and make the best use of your time. Budget your time, and set a steady pace that allows time to proofread your work and check answers.
- ⊕ If taking an oral or flight test, set a steady pace. Think through the task before an attempt is made to explain or perform.
- ⊕ Remember: You don’t get points for doing it fast. You get points for doing it *right*

Flight Clearance Policy

- ⊕ Flight clearance at the BSC Aviation Training Center at New Bedford Regional Airport is now accessed through your Connect Card by the Office of Student Accounts. Students **MUST** present their Connect Card at the Aviation Training Center or they will not be allowed to conduct training.
- ⊕ Students must first register for a flight course, then satisfy the student bill either by paying out of pocket or using financial aid. Once the bill is satisfied the price of the aviation course will be posted to the student Connect Card as Aviation points. Students must clear their entire bill through the Office of Student Accounts before any funds are applied to the Connect Card Aviation balance.
- ⊕ Financial aid must appear in BANNER as approved or certified. Outside loans need to be recorded through the Financial Aid office. Promissory notes must be signed. Financial aid for which students have applied but not been approved <does not qualify> for flight clearance.
- ⊕ **AVIATION FUNDS CAN ONLY BE PLACED ON THE CONNECT CARD BY THE OFFICE OF STUDENT ACCOUNTS.**
- ⊕ **AVIATION STUDENTS CAN NOT:**
 - Purchase Aviation points online or via Cash-to-Card machines.
 - Use Flex points / Financial Aid flex points at the BSC Aviation Training Center.
 - Use Aviation points anywhere other than at the BSC Aviation Training Center.
- ⊕ At the Training Center students will swipe their card for a balance check prior to the training event. Following the activity they will swipe their Connect Card <again> to record the flight charge for the training event.
- ⊕ Students will be contacted by the Flight Operations staff if their Aviation balance on the Connect Card lacks sufficient funds to cover the next training event. At that time students will be financially grounded from all ground and flight training activity.
- ⊕ **STUDENTS MUST CONTACT THE OFFICE OF STUDENT ACCOUNTS** to place additional funds on their Connect Card. Inform the Student Accounts staff that you are an Aviation student who is financially grounded, and need to pay additional funds to conduct flight training. The OSA staff will accept payment by cash or credit card and post the payment on the Connect Card for use at the Training Center. Students applying for additional financial aid will not be given clearance until the aid is approved. **Regular flex points cannot be used at the Training Center.**
- ⊕ Students are reminded that placing funds on their account is not an immediate process, and they should not expect to be cleared for flight training immediately after visiting the Student Accounts Office. The Office of Student Accounts handles <all> student payments for the College. As such, processing payment, receiving clearance on the Connect Card, and notification to the Aviation Training Center can take a full business day at minimum.
- ⊕ Any questions or concerns regarding the clearance process, billing or adding additional funds to your aviation balance can be directed to:

Kim Griffin	508-531-2636	kimberly.griffin@bridgew.edu
Valerie Cabral	508-531-1752	vcabral@bridgew.edu
Office of Student Accounts		Boyden Hall Room 107 Fax: 508-531-6163

Absence or “No Show” Policy

Training events are viewed in the same manner and carry the same weight as an academic class: Attendance is mandatory. An absence or “No-Show” is charged against you if:

- ⊕ You fail to arrive on time for a scheduled event or do not arrive at all, and fail to provide proper advance notification. “On time” means you arrive before the event is scheduled to begin, in enough time to prepare any required materials (e.g. a takeoff and landing data (TOLD) card for a flight). Arriving 45 - 60 minutes early is typically effective.
- ⊕ You arrive unprepared for the scheduled event (you did not study, did not complete assigned work, do not have required materials or gear, etc.). If you are unprepared for an event, you cannot conduct the event successfully, and therefore there is not much point in your being present, because in reality, you are not present at all.

NOTE

Students with three (3) absences (any combination of flight and ground) will receive a full letter grade reduction for the course upon completion of that course. A “no-show” counts as an absence. The College reserves the right to fail a student in a flight training course for carrying more than three absences.

- 2 Absences = .5 letter grade reduction from final course grade
- 3 Absences = 1.0 letter grade reduction from final course grade
- 4 Absences = 1.5 letter grade reduction from final course grade
- 5 Absences = 2.0 letter grade reduction from final course grade

Time Off

- ⊕ Students wishing to receive time off must apply through the Registrar’s Office at <http://www.bridgew.edu/Registrar/> and submit a copy of their release to the Administrative Assistant at Flight Operations. This includes time off for student illness or medical leave. Unexpected leave requirements may arise and for these unusual occasions students should contact the Registrars Office and Flight Operations as soon as possible.

Training Funds Minimum Balance

Students will not be allowed to start the next course of training unless he/she has in his/her Bridgewater State College student account at least an amount equal to the current published minimum amount required for the intended training course.

Financially Grounded Students

If a student lacks access to the funds necessary to continue training (flight or ground), the Manager of Aviation Affairs will work with the student and the Registrar's Office to place the student on leave. The student should take this time to acquire the funds needed to complete his/her flight training program in accordance with the flight clearance policy on p. 6 of this manual. If the student is unable to acquire the required funds, the Manager of Aviation Affairs will meet with the student to discuss options up to and including disenrollment from the flight training program and a change of academic major.

Student Accounts

Students with questions about their financial accounts or needing to (add, withdraw, etc.) can contact the Bridgewater State College Student Accounts Office at the following website address:

<http://www.bridgew.edu/StudentAccounts/>

Educational Loans

Many students take advantage of various sources of alternative funding to help finance their training. Counseling is available through the Bridgewater State College Financial Aid office at the following website address:

<http://www.bridgew.edu/FinancialAid/>

CFI Employment Application Process

Students that desire employment as a Bridgewater State College CFI may obtain an employment application from the Human Resources Department and apply online at <http://www.bridgew.edu/HR/>. After the successful completion of the Flight Instructor - Airplane Certificate (CFII is preferred), applicants must submit an application to the Human Resources Office along with the following:

- ⊕ Resume
- ⊖ Letter of Intent

Additional documentation will be requested from applicants who are selected for a phone and personal interview. These include copies of the following:

- ⊕ U.S. Social Security Card.
- ⊕ Driver's License or I.D. card issued by a State of the U.S.
- ⊖ Current FAA Pilot and CFI Certificates.
- ⊖ Current FAA Medical Certificate.
- ⊕ Visa Documentation (IAP-66 or I-20) (International applicants).
- ⊕ Local address and telephone number, or point of contact for 30 days following application.

Applicants are reminded that the quality of their application is nearly as important as the content. Applicants are expected to present a professional, accurate, comprehensive and complete application as a demonstration of their intent to represent Bridgewater State College as an employee in a high-profile position with the Aviation program.

Eligibility

To be eligible for the selection process, an applicant must have a Commercial Pilot Certificate with Airplane - Single-Engine (Land) rating, an Instrument Airplane rating, and a Flight Instructor Certificate with Airplane Single-Engine rating (CFII is preferred).

Step I - Instructor Candidate Selection

Selected applicants will be contacted for a phone interview. The selection process includes a phone interview with a member of the selection board. Applicants who are selected to continue in the process will be invited to a personal interview to be conducted at Flight Operations. The interview will include technical knowledge oral exam, and a board-style interview.

After the applicant meets with the board, the applicant will be contacted with a decision within 1 - 2 days from the applicant's board interview date. If the applicant is successful, he/she will be offered employment as a Bridgewater State College CFI, and scheduled for the next available CFI Standardization Class.

Step II - CFI Standardization Class

A CFI Standardization Class is typically scheduled to begin on an as-needed basis. Due to the length of the class, it will typically not be held for individual applicants. The request to attend the CFI Standardization Class is a conditional offer of employment as a Bridgewater State College CFI. Should an applicant be unable to attend the scheduled class, any opportunity to attend a subsequent class may be withdrawn and the applicant's name may be removed from the list of active candidates.

The CFI Standardization Class is intended to be rigorous, demanding, and comprehensive. It is intended as indoctrination to life as a Bridgewater State College CFI, to include but not be limited to employee conduct, training procedures and limitations, knowledge testing, and proficiency testing. The class focuses on the knowledge, understanding, skills and performance standards that will be expected of all Bridgewater State College CFIs.

NOTE

Failure to successfully negotiate CFI Standardization Class will result in the offer of employment with the College being withdrawn and the candidate dropped from the active applicant pool.

Upon successful completion of the class, graduates begin their employment as Bridgewater State College CFIs. The process described above is subject to the demands of the College and may be modified as conditions require.

Briefing Pre/Post Flight

Pre/Post flight briefing is ground instruction received from a CFI prior to and after completing a flight/device lesson. This is not only required by Federal Aviation Regulations (14 CFR Part 141), but is an important element of the learning process.

CFIs shall use the pre- and post-flight briefing time constructively to discuss facets of the lesson. During this time students should be able to demonstrate an understanding of important points of training and have the opportunity to discuss lesson expectations and/or performance.

Bridgewater State College CFIs shall ensure that the minimum time provided complies with the training syllabus, normally .5 hours, but occasionally longer. Bridgewater State College CFIs are only to bill students for training time provided.

For any flight/device event that repeats or reviews a syllabus lesson, or for any evaluation activity necessary to assist in student progress, briefing time will be noted on the invoice as conducted by the student and CFI (.4 hour minimum) pre/post flight briefing. Ground briefing can take place for students needing and/or requesting additional guidance on selected subject areas, a review prior to a stage check or FAA Practical Test, or CFI students conducting ground briefing lessons with their CFI. No more than 2 students may attend a CFI applicant ground briefing session at one time. Each student attending will be assessed the appropriate charge from the student's account.

Stage Check Incomplete (Failure to Meet Standard), Oral and/or Flight

First Attempt (Oral)

If a student incompletes a stage check for failure to meet completion standards on the oral portion of the stage, the student must first complete review ground training on the incomplete (ICS) tasks, and then be rechecked on the tasks found to be deficient. The Check Instructor will brief the primary CFI and the Chief Flight Instructor (as soon as practical). The flight portion of the stage check will then be canceled with Dispatch.

Second Attempt (Oral)

If a student incompletes a second attempt at a stage check and is again graded ICS for failure to meet completion standards, the student, student's CFI, and the Chief Flight Instructor or his/her designee will meet for a ground evaluation. A CFI change becomes an option. After completion of review ground training for the deficient areas, the stage check will be repeated. At the discretion of the Chief Flight Instructor, the entire oral exam may be conducted or limited to those task(s) that were graded ICS on the second check. The flight portion of the stage check will then be canceled with Dispatch.

Three or More Attempts (Oral)

The student, student's CFI, Manager of Aviation Affairs and the Chief Flight Instructor will meet to determine the best course of action. The flight portion of the stage check (if scheduled) will then be canceled with Dispatch.

First Attempt (Flight)

If a student incompletes a stage check for failure to meet completion standards on the flight portion of the stage, the student must first complete review flight training on the incomplete deficient areas, and then be rechecked on only the tasks found to be deficient. The Check Instructor will brief the primary CFI and the Chief Flight Instructor (as soon as practical).

Second Attempt (Flight)

If a student incompletes a second attempt at the flight portion of a stage check and is graded ICS for failure to meet completion standards, the student, student's CFI, and the Chief Flight Instructor or his/her designee will meet for a ground evaluation. A CFI change becomes an option. After completion of review flight training for the ICS graded tasks, the stage check will be repeated. At the discretion of the Chief Flight Instructor, the entire flight test may be conducted or limited to those task(s) that were graded ICS on the second check.

Three or More Attempts (Flight)

The student, student's CFI, Manager of Aviation Affairs and the Chief Flight Instructor will meet to determine the best course of action.

Unsatisfactory FAA Practical Test

Notice of Disapproval

A student must report to the Chief Flight Instructor or his/her designee with the Examiner's Notice of Disapproval on the day of the failed Practical Test (Oral or Flight).

A meeting with the student, the student's CFI, and the Chief Flight Instructor or his/her designee will be scheduled to determine the appropriate review training plan.

The student will be scheduled for additional ground or flight review training, as appropriate. A CFI change becomes an option.

Lesson Completion and Student Training Records

Completion of Dual & Solo Training Events

Bridgewater State College CFIs are expected to make every effort to complete all dual and solo training events in accordance with the time allocation table provided in the appropriate course syllabus. This increases the likelihood of meeting the training times listed in Training Course Outline (TCO) and minimizing excessive course training time.

A Bridgewater State College flight invoice and lesson sheet must be completed for every training event. Required lesson tasks are listed on the lesson sheet.

Documents Following Dual Flights

The CFI will complete all appropriate items on the flight invoice, present the invoice to the Dispatcher, and then receive a printed version of the invoice in return, which must then be signed by both the CFI and student. On the lesson sheet, all appropriate notations shall be entered. The CFI will enter a Complete or Incomplete grade (with appropriate descriptor), and both the CFI and the student will sign the form legibly in black ink. A copy of both the properly completed flight invoice and lesson sheet is to be attached to the training record, lesson sheet on top of flight invoice.

Documents Following Solo Flights

The student will complete all appropriate items on the flight invoice. On the lesson sheet, all appropriate task items shall be completed, indicated with a checkmark “√”. Tasks will only be graded as Complete or Incomplete (any value except “ICS” – failure to meet completion standard). *Students shall not grade themselves as failing to meet completion standards.* Students must sign the flight invoice and the lesson sheet. A copy of both the properly completed flight invoice and lesson sheet is to be attached to the training record, lesson sheet on top of flight invoice. If the student’s CFI is not readily available, students are to leave their completed lesson documentation with the on-duty Dispatcher, who will then ensure it is placed in the proper student folder.

FAA Knowledge Tests

All required FAA Knowledge Tests are available and should be completed at Bridgewater State College. Students are expected to arrive prepared for the exam and properly equipped (writing utensils, permissible supplies).

Students must retain all Knowledge Test results. Each test report is required as an element of the Practical Test application packet, as appropriate, when he/she applies for certification. Lost or misplaced exams should be reported to the testing proctor as soon as possible.

FAA Practical Tests

Prior to sitting for the final stage check in any course of training, a CFI shall complete the FAA's IACRA application process, and download a completed 8710 for inclusion with the documentation necessary to apply for FAA certification. After completing the End-of-Course Test (Stage Check), the Check Instructor who completes that final stage check submits the paperwork for audit. When the training record has been reviewed and approved, the Chief Flight Instructor will coordinate with Dispatch to schedule the Practical Test with an FAA Designated Pilot Examiner.

Once the Practical Test schedule has been published, students may not cancel that test without incurring the no-show fee specified by the Examiner. If a student is unable to make the schedule due to illness or an emergency, the student must notify Dispatch, who will then make every attempt to notify the Examiner.

NOTE

Students are reminded to demonstrate professionalism, courtesy and preparedness when arranging and/or conducting any Practical Test with an FAA Examiner. Their behavior reflects not only on themselves, but also on their CFI and on the Bridgewater State College Aviation Program.

All Practical Tests for Bridgewater State College flight training students shall be conducted in Bridgewater State College aircraft.

Stage Check Cross-Country Routes

The student must contact his/her CFI prior to the day of his/her stage check or End-of-Course exam to obtain cross-country assignments.

Practical Test / Stage Check Cancellations Due To Weather

It is the student's responsibility to determine weather conditions and make an informed go/no-go decision regarding the stage check or particular FAA Practical Test.

For weather conditions that the student believes exceed his/her capabilities and present too much of a challenge for the event, the student retains the option to cancel the event after consulting with the Check Instructor or FAA Examiner. Students must be present at the airport to cancel the flight portion of any test. The Oral portion of the exam will be conducted as scheduled unless outside circumstances (e.g. weather/poor driving conditions) prevent this from happening. Pilot guidance for making the go/no-go decision may be found in Bridgewater State College's Safety Procedures & Practices, which are also located in this manual.

Weather Cancellations

Aviation Operations shall follow the procedures listed below in order to minimize weather-related training delays.

For local, departure, route, or arrival (regular and alternate flight plan) weather forecast to be *below* minimums as provided in the Safety Procedures and Practices, and when the weather is also forecast to remain below minimums during the duration of the scheduled flight lesson, the flight lesson shall:

- ⊕ Be moved to another available time period on the same day, if possible, or
- ⊕ The lesson activity will be subject to termination. The flight termination form will be completed and signed by the student, CFI, and Dispatcher.

For local, departure, route, or arrival (regular and alternate flight plan) weather forecast to be *at or above* minimums as provided in the Safety Procedures and Practices, and when the weather is also forecast to remain *at or above* minimums during the duration of the scheduled flight lesson, the flight lesson shall be completed as scheduled. Students and/or CFIs wishing to terminate the flight event must speak first with Dispatch. Students may not cancel a flight event (other than a solo event) without the agreement of his/her CFI.

Dispatch should provide guidance for the go/no-go decision as follows:

- ⊕ Selection of a more appropriate local area or route.
- ⊕ Rescheduling of the lesson activity for a more favorable time of the day, if possible.
- ⊕ Filing an IFR flight plan to VFR On Top (dual flight lesson only), if appropriate. *CFIs shall carefully weigh the benefit of departing under IFR for flights that require VFR maneuvers or procedures.*
- ⊕ For dual flight lessons where the student's CFI is not able to reschedule later in the day due to other scheduled activities, the Dispatcher may elect to schedule the student with another CFI who is available at the rescheduled time.

CAUTION

Dispatch assistance is in no way meant to serve as a substitute for the CFI's responsibility for making a sound go/no-go decision and meeting his/her Pilot-In-Command responsibilities.

Maximum Time Frames for Completion

Every effort shall be made to complete a Bridgewater State College Aviation student's training within the published course minimum times. The College realizes that delays may be caused by weather, maintenance, student and/or CFI illness, or possibly other unforeseen factors. However, students should be able to maintain satisfactory training progress by completing an average of three (3) events per week throughout each academic semester. Approved student time off and training delays due to weather must be documented in student training folders.

Each student will have his/her training progress evaluated by his/her Flight Instructor on a bi-weekly basis. These evaluations will utilize data obtained from the student flight training record and be reviewed by the Manager of Aviation Affairs. Any student experiencing training difficulties (as listed earlier in this chapter) or not making satisfactory progress will have his/her evaluation sent to the Chief Flight Instructor for a recommendation of appropriate corrective action or, if necessary, removal from the flight schedule. The Manager of Aviation Affairs will complete a Training Progress Update form that includes evaluative comments and his/her recommendations. The report will be sent to the Chief Flight Instructor for review and approval.

Graduating or Withdrawal

Students wishing to withdraw from the Bridgewater State College Aviation Program should meet with the Chief Flight Instructor and Manager of Aviation Affairs, and then with his/her faculty advisor.

Trouble Shooting

Bridgewater State College has a process for all students to receive guidance and advice for questions, concerns, or problems that occur during training. A favorable solution is most likely when the problem is communicated and addressed in a timely manner with an appropriate member of the Bridgewater State College Aviation Program staff.

Each student is assigned a CFI for each course of training. The CFI is responsible to manage the student's training and provide the majority of flight, AATD, and ground training for that course. Students may also receive training from other CFIs during their training. The benefit to this structure is the exposure to different flying and instructional techniques, and it increases student ability to learn how to interact in a positive way with other flight crew members. The College reserves the right to change a student's assigned CFI when such a change is in the best interest of the student or the College.

Students are encouraged to address concerns first with their primary CFI. This includes situations where a student has issue with the CFI's training technique. As a matter of professional courtesy, the CFI is entitled to his/her student's fair and tactfully presented concerns so that he/she has the opportunity to address any student questions regarding said techniques and make changes as deemed appropriate. In a case where a conversation with the primary CFI may not be appropriate, the student should seek out the Manager of Aviation Affairs and/or the Chief Flight Instructor for assistance.

Questions pertaining to areas other than flight or academic training should be addressed to the Manager of Aviation Affairs, who will be able either to answer student questions or direct the student to a different source of information.

If a student does not feel that the Aviation Science staff has adequately addressed a complaint or concern, the student may write a letter to the Associate Dean, School of Business, Bridgewater State College. All complaints or concerns will be reviewed and acted upon within 10 working days. Anonymous letters will not be accepted.

Policy Violations

A violation of Bridgewater State College Aviation policy and/or procedure is to be considered a serious matter. Written notice of a violation will be issued to a student who fails, unintentionally or otherwise, to adhere to the policies and/or procedures established and outlined in the BSC Aviation Operations Manual or, as appropriate, any BSC Flight Standards Manual. A copy of any written violation will be retained as part of the student's permanent training record.