



Aviation Science Department

Policies and Procedures Manual

2008 - 2009

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TABLE OF CONTENTS

Introduction.....4

Administration.....5

Before You fly 6

Approved Flight Training 6

Medical Certificate 7

Flight Courses and Sequence 7

Enrolling in a Flight Course 8

Dropping a Flight Course 8

Summer Flight Courses 9

Flight Grades..... 9

Frequency of Flying 10

Flight Course Extensions 10

No Show Policy..... 10

Change of Flight Instructor..... 11

Standardization..... 11

Advanced Aviation Training Devices 12

Pilot Ground School Courses..... 13

Attendance Policy 14

Graduation Certificates..... 14

College Course Scheduling..... 14

The College Catalog..... 15

Internships..... 15

Graduation Application Procedures 15

Academic Advising 16

Student Satisfaction Survey Form..... 17

Policy and Procedures Manual Receipt Form..... 18

INTRODUCTION

The Bridgewater State College Aviation Science Department Policy and Procedures Manual serves to provide Aviation Science majors (Flight and Management) with information and guidance that will assist them during their tenure as students, and as future professionals in the aviation industry. Students are expected to be familiar with the contents of this manual.

MISSION STATEMENT

“The Bridgewater State College Aviation Science Department’s mission is to prepare students to assume leadership roles in the aviation industry through affordable, broad-based, high quality education.”

The goal of the Aviation Science Department is to successfully educate and train future aviation professionals for a wide variety of exciting and challenging career opportunities they will encounter before and after graduation.

NOTE

Adherence to the policies and procedures set forth in this manual is mandatory.

The high standards established for success in the Aviation Science Department are intended to foster an attitude of commitment and professionalism that contributes to the overall goal of keeping the name “*Bridgewater State College Aviation*” synonymous with the highest quality training, performance, and experience. Contact the Department Chairperson or your advisor if you have any questions regarding these policies.

Aviation involves a significant element of risk. To actively minimize this risk and provide Bridgewater State College students with a safe training environment, the College reserves the right to amend and/or modify at any time the policies and/or procedures set forth in this manual. Moreover, due to the College’s concern for the safety and well-being of its students, the College reserves the right to remove any student from the program at any time for cause.

BEFORE YOU FLY

APPROVED FLIGHT TRAINING

All flight training at Bridgewater State College will be conducted at the BSC Flight Training Center at New Bedford Regional Airport. Once matriculated into the Aviation Science program, students will only receive academic credit for flight training conducted by Bridgewater State College. Students receiving flight instruction from an outside provider are encouraged to continue their training with that provider through the completion of their current certificate or rating. Upon completion of that certificate or rating, these students are required to enroll with Bridgewater State College as their ground and flight training provider. Students wishing to transfer their flight training to the College prior to certificate/rating completion must meet with the Chief Flight Instructor.

NOTE

The actual costs associated with flight training depend upon factors including but not limited to: frequency of flying, level of proficiency, and degree of preparation. See flight courses for flight cost breakdown.

If a student elects to withdraw from flight training the College will conduct an audit of his/her flight training financial record. BSC shall promptly refund directly to the student any excess amount of flight fees paid by each such student or the College will take possession of said amount, as appropriate.

HEALTH CARE AND INSURANCE

Your health insurance may not cover you if you are involved in flight training. Students are encouraged to check with their private health insurance carrier to determine if flight instruction is included in the coverage. Students should also check with Health Services about the current College policy.

MEDICAL CERTIFICATE

Aviation Flight majors shall possess at minimum a Third Class FAA Medical Certificate prior to initiating any flight training. A First or Second Class medical certificate is optional. Aviation Management majors shall possess at least a Third Class FAA Medical Certificate prior to initiating any flight training. This medical certificate also serves as the student pilot certificate (SPC). A copy of the student pilot certificate should be submitted to your flight and ground school instructors.

NOTE

All students shall obtain an FAA medical certificate prior to the commencement of any flight training, NOT LATER THAN the end of the Add/Drop period of the semester. Any student failing to obtain an FAA medical certificate by this time may not enroll in any ground school.

Medical examinations can be obtained through any FAA approved Aviation Medical Examiner (AME). A listing of local AMEs is available at www.faa.gov or in the Aviation Science Department, 111 Harrington Hall. The FAA physical may be considered by BSC as fulfilling the physical exam required for admission. A copy of the BSC health form can be obtained at Health Services, Room 001 Tillinghast Hall, (508) 531-1252, and taken to your FAA medical examiner. Sports physicals must still be taken separately.

FLIGHT COURSES AND SEQUENCE

FLIGHT COURSES

The Bridgewater State College flight training program is designed so that each ground course can be completed in a semester. Completion of a flight course may take longer than an academic semester as a result of mechanical or weather delays, student or instructor illness, or unforeseen circumstances (e.g. family emergency). The goal of the Bridgewater State College Aviation program is to guide students through their training efficiently and effectively. Therefore, students are required to schedule a minimum of three (3) flight events per week.

NOTE

Three (3) scheduled events is a minimum requirement. Attendance for scheduled events is mandatory. Students are encouraged to conduct additional flight training events whenever possible.

NOTE

Any delay in training decreases pilot proficiency and increases time needed to regain the appropriate skill level. The result is an increase in cost and time required to complete the training course.

The sequence for courses is as follows: AS100 – Private Pilot Certification Course; AS200 – Instrument Rating Course; AS300 – Commercial Pilot Certification Course; and, AS400 – Certified Flight Instructor rating. For any student participating in the BSC Career track, it is recommended that the AS414 – Commercial Multi-Engine Rating be obtained immediately upon obtaining the Commercial Pilot Certification; AS412 - Certified Flight Instructor – Instrument rating should be obtained immediately upon obtaining the Certified Flight Instructor Rating.

ENROLLING IN A FLIGHT COURSE

- ⊕ Students are responsible to ensure that all prerequisites have been completed.
- ⊕ All course registration forms must be completed and approved.
- ⊕ Students must present a valid signed copy of the ground school enrollment certificate to the Chief Flight Instructor.
- ⊕ Students will receive a bill from the Bursar’s Office for payment if payment is due.

NOTE

Students are responsible for registering for a flight course before flying in that course. In accordance with 14 CFR Part 141 FARs, a student must first be registered/enrolled in a course of training prior to initiating flight training.

NOTE

Completion of a certificate or rating does not indicate registration or enrollment in the next intended course of training. Any student failing to register for a flight course before beginning that flight training in that course will be referred to the Chief Ground/Flight Instructor, and shall not receive academic credit for that course.

Dropping a Flight Course

Students wishing to drop a flight course must meet with the Aviation Science Department Chairperson.

Summer Flight Courses

Any flight course initiated during the summer semester will require summer tuition and fees. Regardless, students are encouraged to fly during the summer, and during semester breaks. While the additional summer tuition and fees may appear daunting, in the long run students benefit by incurring these costs to maintain forward progress and proficiency rather than experiencing a significant pause in their flight-training. A lapse of several months extends the time in the program, and likely results in additional funds being expended to regain flight proficiency. Summer registration forms must be completed.

Students can meet with the Department Chairperson or their advisor to resolve any questions.

Flight Grades

Upon the completion of each flight course, students will receive a recommendation for a grade from Bridgewater State College Flight Operations. The College will make a final determination for an appropriate course grade and send it onto the Registrar's Office. Once a grade has been determined, it will be made available to the student.

NOTE

If a student does not complete a flight course during the current semester, the course will become an IP (in progress). IP courses that are not completed before the end of the following semester may result in the student receiving an "F" for the course. The student should notify the Department Chairperson or Chief Flight Instructor if he/she is having difficulty completing a course in a timely manner.

FLIGHT TRAINING

Once enrolled in the Aviation Science program, students are required to obtain the necessary flight training relative to their course of study. Specifically, students **MUST** be enrolled in flight training by the completion of the first week of the first semester, and they **MUST** remain enrolled in an appropriate flight training course while matriculated as an Aviation Science student until all flight training relative to the course of study has been completed (satisfactory completion of the FAA check flight).

CAUTION

Failure to comply with the above policy may result in dismissal from the Aviation Science program.

NOTE

All students in the flight training concentration **MUST** obtain their Private Pilot certificate before the start of his/her second academic year, and all other aviation students **MUST** obtain their Private Pilot's license before the start of his or her third academic year. Failure to comply may result in dismissal from the Aviation Science program. Exceptions to this policy may only be made by the Aviation Science Department Chairperson.

Frequency of Flying

Students enrolled in the Aviation Science Program are required to fly, and are expected to do so with a frequency that demonstrates their desire to complete the program in an efficient manner.

If you are enrolled in a flight course and have not flown in thirty (30) days, the Chief Flight Instructor will notify the Department Chairperson. (*See Pilot Ground School information, pg. 8*).

If a student cannot make the financial, academic, and/or time commitment necessary to participate in the aviation science program, the student may be counseled to consider changing his/her major. Students enrolled in a flight course who know that they will not fly for an extended period of time must inform their Flight Instructor and the Department Chairperson.

FLIGHT COURSE EXTENSIONS

Under certain circumstances, the Department Chairperson may grant an extension to complete a flight course. Students seeking an extension beyond the second semester that a course has been carried forward (In-Progress) must submit a written request to the Department Chairperson, explaining in detail why an extension is required. Students must also submit a plan to complete the course within the time frame specified. Only one extension may be granted for any one flight course. Lack of funding will not be accepted as a valid excuse for granting an extension.

No-Show Policy

Students are responsible for clarifying the training event no-show policy with Bridgewater State College Flight Operations. If a student is unable to keep an appointment, the student is required to notify the flight school as soon as possible. *Students will be charged for "no-showing" a flight, the cost of which may include but not be limited to equipment rate and instructor rate.* Also, flight students should check their voice mail and/or message boards, or call the flight school *prior* to each lesson to verify that the flight lesson has not been canceled due to weather or mechanical problems.

CHANGE OF FLIGHT INSTRUCTOR

Flight crews are typically composed of a senior member (Captain, Instructor, or Pilot In Command) and a junior member (First Officer, or Student). The crew must often operate with little experience together, and rely on each other's training and adherence to standardized operating procedures. In the flight training environment however, it is important that the relationship between the flight instructor and student be friendly, professional, comfortable, and conducive to positive learning. Where a student is having difficulty with his/her flight instructor to the detriment of the learning experience and his/her training, the student should first address the difficulties with the instructor in a professional and constructive manner. Flight instructors need clear and timely feedback from the student in order to best serve the student's needs and provide effective training. If this does not resolve the issue, then the student should address the matter with the Manager of Aviation Affairs, who will work with the Chief Flight Instructor to resolve the matter. Completing a Student Satisfaction Survey form (a copy is included with this manual) may provide additional information that is needed to address the problem. The third step, if necessary, is to meet directly with the Chief Flight Instructor. In a rare instance where the issue cannot be resolved at this level, students should request a meeting with the Aviation Science Department Chairperson. The Bridgewater State College Aviation Program is staffed by aviation and administrative professionals who are committed to student success in their flight training and will do everything in their power to provide assistance.

STANDARDIZATION

The Bridgewater State College Aviation Science Department has established specific policies and procedures relative to assure the quality of the ground and flight training. This internal mechanism is designed to improve the overall educational experience, and provide a safe, enjoyable, and consistent high-quality flight-training experience for each student.

On occasion, a Flight Operations standardization instructor may randomly select a student to undergo a quality assurance/standardization ground and/or flight evaluation.

<p style="text-align: center;">NOTE</p>

<p style="text-align: center;">Students selected for a standardization check will not incur additional cost. Any cost resulting from the standardization check will be covered by the College.</p>

Results of a standardization check will not be used to determine a particular student's academic performance and/or level of flight proficiency, no grade will be issued for the flight, nor will any record of the flight be factored into the student's overall grade for the applicable flight training and/or ground school course. Results of each standardization flight will be used for the sole purpose of identifying potential training deficiencies in both the academic and/or flight training program, as applicable.

Advanced Aviation Training Devices

Bridgewater State College has single and multi-engine flight training devices (FTDs) and two (2) advanced aviation devices (AATDs) to assist students in training. These are relatively inexpensive but highly effective training tools. Although the various flight training courses require different amounts of AATD training, students are encouraged to take full advantage of the equipment and the expertise of the Simulator Coordinator. Students and their instructors will schedule lessons as part of the regular flight training curriculum. For time on the AATDs or FTDs outside regular instruction, the student is responsible to schedule lessons with the simulator instructor and with guidance from his/her flight instructor.

All major airlines, most corporate flight departments, and increasingly more varied operators employ simulators exclusively or as part of pilot training. Simulator training will benefit you by enhancing your skills as an instrument-rated pilot.

Flight training devices and the AATDs are located at the Flight Operations Center at New Bedford Regional Airport.

Pilot Ground Training Courses

All FAA approved ground training courses conducted at Bridgewater State College are designed to fulfill 14 CFR Part 141 knowledge training requirements and provide students with superior instruction in preparation for flight training. The material presented in these classes is geared to pilots appropriate to their respective levels of flight training. The following policies are designed to best prepare you for your training:

NOTE

Students are discouraged from attempting to initiate the ground training in one course prior to completing the ground and flight training requirements of the previous course.

Private Pilot Ground School, AS 105, should be taken *concurrently with* AS 100.

Instrument Pilot Ground School, AS 212, may only be taken after obtaining the Private Pilot certificate, or with the Flight and Ground school instructor's permission.

Commercial Pilot Ground School, AS 211, may only be taken upon completion of AS 212, or with the Flight and Ground school instructor's permission.

Flight Instructor Ground School, AS 303, requires per 14 CFR Part 141 that students have a Commercial Pilot certificate with an Instrument rating on the first day of class. All Bridgewater State College Aviation Science training programs are conducted to current FAA Practical Test Standards appropriate for the course.

NOTE

Any student enrolled in a flight course who has not flown for forty-five (45) consecutive days will be referred to the Department Chairperson by the Chief Flight Instructor. Students may then be required to re-test out of the applicable ground school with an 80% grade or better.

NOTE

Any student successfully completing a ground school who does not obtain the applicable flight certificate and/or rating within one (1) academic year of completion of that ground school may be required to re-take and successfully complete the applicable ground school without credit.

Students who intend to fly over a scheduled break may add flight courses as necessary. Students who meet the prerequisites over the summer break may enroll in the appropriate ground school at the beginning of the next semester.

Ground School Lesson Sequence

Students are expected to exercise self-discipline and commitment to their ground and flight training. 14 CFR Part 141 requires 100% attendance by all students enrolled in the course. Students who miss a ground school session must make up the session and fulfill the required course time allocation requirement (e.g. if one hour was missed, one hour must be made up). As a result, make-up classes must be conducted with an authorized ground or flight instructor *within 3 class meetings or prior to the stage test, whichever comes first*. Students are responsible for arranging make-up sessions with the ground school instructor. Failure to make up missed classes will result in the student being removed from class until all missed work has been made up.

NOTE

Students who must make up ground lessons with an instructor other than the primary ground school instructor may incur the cost for the additional training.

NOTE

During flight training, lesson sequence may not be changed without the prior approval of the Chief Flight Instructor or his/her designee.

Sequence changes may **ONLY** occur within a stage of training.

Students may not conduct lessons in a subsequent stage prior to satisfactorily completing all lessons in the previous stage.

GRADUATION CERTIFICATES

Upon successful completion of a Bridgewater State College ground school course, students will receive a graduation certificate. **Do not lose the graduation certificate.** The graduation certificate serves as a record of a student's successful completion of the course, and must be presented to an FAA examiner prior to conducting a flight practical test.

Students are *strongly encouraged* to take the FAA exam as soon as possible upon successful completion of the ground school. **Do not lose the FAA Knowledge Test Report.** The test report serves as the only acceptable record of a student's successful completion of the FAA Knowledge Test, and must be presented to an FAA examiner prior to conducting a flight practical test.

COURSE SCHEDULING

All ground schools and other aviation courses may not be offered every semester. *Plan your course schedule a full year in advance.* Certain ground schools and/or courses may be offered only once per academic year. Check the Bridgewater State College course catalog or the list of classes on the bulletin board outside the Department Chairperson's office for the most up-to-date information.

COLLEGE CATALOG

The Bridgewater State College Catalog (the “big book”) contains detailed information regarding college policies, activities, services, housing, admissions, undergraduate programs, procedures, course offerings and descriptions, affirmative action, and administrative offices. *If you have a question about any of the above, check the catalog, available online.*

INTERNSHIPS

Bridgewater State College offers internships and possible long-term Co-ops. This program has been very successful in providing an early start for many students in obtaining their first career opportunity after graduation. Internship qualifications include but may not be limited to; Junior status and a minimum overall 2.0 GPA. Students often locate their own internships or may request the availability of known internships with the Aviation Science Department Chairperson. Internships carry from 1- 15 credit hours and require a formal application process. Internships must provide a unique learning experience and be closely related to the student’s major course of study. Although an intern may receive compensation, unpaid internships are more common. See the Internship Manual for more details.

GRADUATION APPLICATION PROCEDURES

In the final semester when students have completed all Bridgewater State College requirements, including major requirements, students may apply for graduation. Aviation Science majors will be allowed to graduate when they have completed all of their flight courses. The following table provides graduation application deadlines:

Application Date	Graduation Date
April 1	Winter Graduation
October 1	Spring Graduation
March 1	Summer Graduation

ACADEMIC ADVISING

Requirements for academic courses are fully explained in the college catalog. Required course, cognates, electives and core classes are detailed therein. *It is the student's responsibility, with the guidance of his/her faculty advisor, to ensure enrollment in all required courses.* Suggested sequences of course are available in the information rack outside the Aviation Science Chairperson's office. Specific questions regarding transfer flight or course credit are addressed on a case-by-case basis with the Chief Flight Instructor and the Department Chairperson. To this end, advising periods are established every semester to assist students in the selection of courses. *Students having any questions regarding course selections should see their advisor as soon as possible.* Do not wait until the last semester to correct any errors on the student transcript. Keep careful record of academic progress and re-evaluate it every semester.

Students are strongly encouraged to keep track of all of your college transcripts, materials, etc. Always make/keep copies of add/drop slips, waivers, course substitutions, and any correspondence with any faculty or administrative staff member. This will be of assistance if there should be any disruptions to your enrollment at the college or questions regarding your transcript.

STUDENT SATISFACTION SURVEY FORM

The Aviation Science Department has created a Student Satisfaction Survey as an opportunity to share with BSC's Academic and Flight departments your experience and satisfaction level with various elements of the program where you are receiving your training. Use this form to compliment someone at BSC who has gone out of his/her way to help you, to provide you with the very best aviation education possible, or use it to highlight an area in which improvement can be made.

Once you have completed the form and submitted it to the Department Chairperson, the top portion – containing your name, etc. – will be removed, upon your request, to safeguard your identity. Only then will it be sent to the relevant BSC official for comment/response. The BSC official is requested to respond within a given time frame and a record of that response will be made within the department. Since you have assisted in bringing a situation to the attention of BSC and college officials, to that extent the response will be shared with you.

NOTE

Attached on the following page is a copy of the student satisfaction survey.
Make several copies or obtain extras from Aviation Science Department secretary.

BRIDGEWATER STATE COLLEGE
Aviation Science Department
Student Satisfaction Survey

Name: _____ Date: _____

BSC Address: _____

Telephone: _____ E-mail address: _____

NOTE: At the student's request, all above information will be kept confidential.

About Your Flying

License/rating(s) held: _____ Total hours: _____ Current A/C: _____

Hours flown in last 30 days: _____ 'AS' course: _____

Flight or Ground Training Information

The situation for which you are submitting your form involves:

___ Aircraft ___ CFI ___ Line/Office staff ___ Faculty ___ Administration ___ Other
(check one or more items above, as appropriate)

Day/date of incident: ___/___/___

Name of personnel involved (if appropriate): _____

In the space below please describe the situation *factually*, including what happened, how it occurred, where the event took place, and who spoke with you about it (if applicable). Use the back of the form if necessary. Attach copies of any supporting documents if appropriate.

Date received by Department Chairperson: _____



Aviation Science Department
Policies and Procedures Manual

2008 – 2009

Receipt Form

Student: This form must be signed, dated and returned to the Aviation Science Department Office no later than close of business on the first Friday after the semester begins.

I have received and reviewed my copy of the Aviation Science Department Policies & Procedures Manual.

Student Name (Please Print)

Student Signature

Date