Aviation Science Department

Policies and Procedures Manual

2013 - 2014
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INTRODUCTION

The Bridgewater State University 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 University 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 University 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 University students with a safe training environment, the University 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 University concern for the safety and well-being of its students, the University reserves the right to remove any student from the program at any time for cause.
### ADMINISTRATION

<table>
<thead>
<tr>
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<th>Name</th>
<th>Phone Number</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean of Aviation</td>
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</tr>
<tr>
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<td>Greg Bongiorno</td>
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<td></td>
<td></td>
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<tr>
<td>Simulator Coordinator</td>
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<td>508-531-1369</td>
<td>Flight Training Center</td>
<td></td>
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<td></td>
<td></td>
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<td>New Bedford Regional Airport</td>
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<tr>
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<td></td>
<td>508-531-1476</td>
<td>Flight Training Center</td>
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<tr>
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### FACULTY

**BSU CAMPUS: Aviation Science Department, Harrington Hall, Room 111**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
<th>Office Location</th>
<th>Email</th>
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<tbody>
<tr>
<td>Chair, Department of Aviation Science</td>
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BEFORE YOU FLY

APPROVED FLIGHT TRAINING

All flight training at Bridgewater State University will be conducted at the BSU 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 University. Students wishing to transfer their flight training to the University 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 University will conduct an audit of his/her flight training financial record. BSU shall promptly refund directly to the student any excess amount of flight fees paid by each such student or the University 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 University 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 BSU as fulfilling the physical exam required for admission. A copy of the BSU 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 University 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 University 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:

AVSC100 – Private Pilot Certification Course
AVSC200 – Instrument Rating Course
AVSC300 – Commercial Pilot Certification Course
AVSC400 – 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.

REFUND POLICY

A) The direct operating costs associated with providing flight instruction are directly related to conducting a flight lesson, and are the only amounts refunded if a withdrawal occurs after the add/drop period. Only these direct cost amounts (per flight hour / per instructor block) will be credited to your University account. Direct costs equal 60% of the University’s cost of providing flight training. Therefore refunds will be discounted by 40%.

B) Requests for financial credit for the unused flight practicum resources (e.g. instructor and aircraft) may be addressed in writing to the Associate Dean/Director of Flight Operations.

D) It is Bridgewater State University Flight Operations policy that the pilot will incur any and all of the aircraft charges for the flight if the aircraft has become airborne. If a flight is terminated prior to becoming airborne (mechanical discrepancy etc.), then the pilot will not incur any aircraft charges.
Summer Flight Courses

Any flight course initiated during the summer semester will require summer tuition and fees. Regardless, students are encouraged to continue flying 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

If a student does not complete the flight course during the current semester, the course will become an IP (in progress). If an IP is not completed within the following semester, the student will receive an “F” for the course.

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

All students in the flight training concentration MUST obtain their Private Pilot’s license before the start of his or 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 will result in dismissal from the aviation science program.

CAUTION

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

Flight course extensions are not allowed.

Flight Course No-Show Policy

Absence or “No Show” Policy Students are required to attend all assigned academic classes and flight training events (aircraft, AATD, or ground). FAA Part 141 regulations require all students to complete a specific number of academic hours during a stage/course of training. BSU aviation training events are viewed in the same manner and carry the same weight as an academic class.

Attendance and participation is mandatory, and failure to attend and/or participate in a scheduled event is considered a “no-show.”

If a student is unable to attend a scheduled ground school class or flight training event, the student is required to notify his/her instructor not less than 24 hours in advance of the affected session. Flight students are responsible for checking their voice/phone and/or email/text messages or contact their CFI prior to each lesson if there is any question of whether the training event will take place.

A) Approved, prescribed flight lessons, once scheduled, are firm academic commitments. Attendance is mandatory for all scheduled flight instructional periods.

1. Bridgewater State University’s No Show definition:
   a. Failure to cancel the flight within 24 hours prior to the next hard-scheduled flight.
   b. Failure to appear 10 minutes after the scheduled time of instruction.
2. EACH unexcused absence (“No Show”) warrants a service charge of $100 billed directly to the student. The no-show will be issued by Dispatch.

3. Failure to arrive on time for EACH scheduled event (as determined by the Dispatcher) or arrive at all, and failure 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.

4. Arriving unprepared for the scheduled event (failing to study, complete assigned work, be in possession of required materials or gear, etc.). A student who is unprepared for an event is unable to conduct the event successfully, and has sacrificed lesson time and resources.

B) As soon as possible prior to their scheduled lesson, the student should contact their CFI and request a cancelation. They should visit the BSU Health Center on campus or another appropriately qualified medical professional. In the event the student visited the BSU Health Services Center, he/she will need to fill out a release form so that the Flight Operations staff can confirm the visit.

C) If unable to get to the Health Center or other medical professional, the student should call 508.531.1252 and discuss their situation with the BSU Nurse or leave a message that includes their name, time of the call and contact information.

D) Verifiable contact with the BSU nurse or other medical professional, either in person or by phone, must occur before the end of the student’s scheduled time block.

E) The No Show will be voided when a verification of visit is confirmed.

Flight schedules are established based on a student’s known availability, and involve the commitment of an instructor, an aircraft, and a time slot. All of these resources therefore become unavailable to another student.

Students who accumulate three or more unexcused absences in a course will forfeit their hard block for the balance of the current course enrollment, and must rely on soft and write-in scheduling to complete the course. Soft scheduling will be conducted on a first-come first-served basis. Students will still be held responsible for on-time completion of course objectives.

1. No-shows for the academic classroom, or quizzes that have received an unsatisfactory grade, must be made up to the satisfaction of the Chief Instructor and/or Ground Instructor. These sessions will incur additional costs for the training.

2. To appeal a “No Show,” students must meet with the Chief Instructor or his/her designee and provide a written explanation of the extenuating circumstances. The Chief Instructor or Manager of Aviation Affairs may void the no-show with respect to the service charge.
3. This appeal shall occur by the end of the semester in which the no-show occurred, or within 30 days of the no-show, whichever is greater.

**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. BSU reserves the right to fail a student in a flight training course for carrying more than three absences.

1 Absence = .5 letter grade reduction from final course grade  
2 Absences = 1.0 letter grade reduction from final course grade  
3 Absences = 1.5 letter grade reduction from final course grade, removal from the flight schedule  
4 Absences = 2.0 letter grade reduction from final course grade  
5 Absences = 2.5 letter grade reduction from final course grade

**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 with the Assistant 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 Associate Dean of Aviation. The Bridgewater State University 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 University 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.

**NOTE**

Students selected for a standardization check will not incur additional cost. Any cost resulting from the standardization check will be covered by the University.

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 University 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 University 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 prohibited 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*, AVSC 105, should be taken *concurrently with* AVSC 100.

*Instrument Pilot Ground School*, AVSC 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*, AVSS 211, may only be taken upon completion of AVSC 212, or with the Flight and Ground school instructor’s permission.

*Flight Instructor Ground School*, AVSC 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 University Aviation Science training programs are conducted to current FAA Practical Test Standards appropriate for the course.

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

Sequence changes may ONLY occur within a stage of training.

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

GRADUATION CERTIFICATES

Upon successful completion of a Bridgewater State University 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 University course catalog or the list of classes on the bulletin board outside the Department Chairperson’s office for the most up-to-date information.

UNIVERSITY CATALOG

The Bridgewater State University Catalog can only be found on the BSU website. It contains detailed information regarding college policies, activities, services, housing, admissions, undergraduate programs, procedures, course offerings and descriptions, affirmative action, and administrative offices.


INTERNSHIPS

Bridgewater State University 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 University 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:

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<thead>
<tr>
<th>Application Date</th>
<th>Graduation Date</th>
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<tbody>
<tr>
<td>April 1</td>
<td>Winter Graduation</td>
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<tr>
<td>October 1</td>
<td>Spring Graduation</td>
</tr>
<tr>
<td>March 1</td>
<td>Summer Graduation</td>
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</tbody>
</table>
ACADEMIC ADVISING

Requirements for academic courses are fully explained in the university 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 BSU’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 BSU 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 BSU official for comment/response. The BSU 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 BSU 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 UNIVERSITY  
Aviation Science Department  
Student Satisfaction Survey

Name: ________________________________ Date: _____________  
BSU 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 
ocurred, 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: ___________
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 will review the online copy of the Aviation Science Department Policies & Procedures Manual before the start of my first semester.

____________________________
Student Name (Please Print)

____________________________
Student Signature

Date: ______________________