



Professional Pilot Student Review Process

There are times when it becomes necessary to review a Professional Pilot major's suitability or probability of successful program completion. The intent of the Professional Pilot Review Process is to offer a student corrective measures, or when necessary, issue sanctions or provide a path for termination from the flight training program. It is important to understand that dismissal from the Professional Pilot program does not mean dismissal from the university. The review process is only meant to determine a student's status within the program. However, there may be situations where the conduct that resulted in dismissal from the program would be referred to the office of Student Affairs. In all cases, aviation students are subject to the University's Code of Student Conduct as well as the Aviation Sciences Institute's Standard Operating Procedures (SOP) manual.

The review process will be initiated for the following reasons:

- A. Flight Training Review: Demonstrated lack of aptitude**
- B. Administrative Review: Academic concerns**
- C. Administrative Review: Insufficient motivation, accountability, or enthusiasm**
- D. Administrative Review: Other issues**

The review process is generally initiated and directed by the Chief Flight Instructor. However, in some circumstances, the Chief Flight Instructor may delegate this responsibility to an Assistant Chief or Lead Flight Instructor.

A. Flight Training Review: Demonstrated Lack of Aptitude in Flight Training

The review process may be initiated after concerns regarding a student's aptitude or potential for successful completion of the Professional Pilot degree program. Triggers include but are not limited to the following:

- Failure to solo after 25 hours
- Except for Private Stage 1, exceeding stage check minimums by 100% of those required by the approved syllabus.
- Two consecutive unsatisfactory attempts at a stage check.
- Lack of Progress. The expectation is for a student to complete at least one stage of training per semester and to maintain systematic progress in their flight training. *See "Maintaining your Part 141 Enrollment," ASI Standard Operating Procedures Manual*
- Failure to graduate from an approved flight training course within the 2 semesters following the ground school.
- Three or more consecutive unsatisfactory flight training lessons.



B. Administrative Review: Academic Concerns

The review process may be initiated if a student demonstrates poor or unsatisfactory performance within the academic portion of the Professional Pilot Degree program. Triggers include but are not limited to the following:

- Failure to maintain attendance and other standards as required by 14 CFR Part 141. *See "Attendance Ground School," ASI Standard Operating Procedures Manual*
- Two consecutive unsatisfactory attempts at a required FAA Airman Knowledge Test.
- Failure to maintain a 2.5 GPA, as required by the academic catalog, within the AVIA courses required by the Professional Pilot degree program.
- Failure to complete FAA knowledge exams soon after the corresponding ground school. *See "Maintaining your Part Enrollment," ASI Standard Operating Procedures Manual*

C. Administrative Review: Lack of Motivation, Accountability, or Enthusiasm.

The review process may be initiated when a student demonstrates a lack of motivation, accountability, or enthusiasm that brings into question their ability to complete the 4-year degree program within a reasonable timeframe. As stated in this SOP document, "students who do not maintain systematic progress in their flight training and who do not meet required benchmarks can expect substantial delays in their anticipated 4-year graduation time and possible termination from the Part 141 curriculum." Triggers include but are not limited to the following:

- Excessive non-excused no-shows, three or more within a semester, and student cancelations. *See "Student Cancelations and No-Shows," ASI Standard Operating Procedures Manual*
- Failure to be available for at least three flight training sessions a week, including weekends. *See "Flight Scheduling," ASI Standard Operating Procedures Manual*
- Excessive Inactive Holds. *See "Flight Training Attendance," ASI Standard Operating Procedures Manual*

D. Administrative Review: Other Issues

The review process may be initiated as a result of any behavior determined to be detrimental or counter to those expectations of a Professional Pilot or an ASI aviation major. Triggers include but are not limited to:

- Substance abuse
- Incidents or accidents
- Violation of Federal Aviation Regulations, Aviation SOP, or University policy
- Violation of any Federal or State laws, including but not limited to offenses involving alcohol or drugs, per 14 CFR Part 61.15, 61.16, and 91.17.



Aviation Review Board and a student's right to appeal.

A student may appeal the Chief Flight Instructor's decision to terminate training or render other sanctions during the review process. In such cases, the appeal is made to the **ASI Director** who must in turn, convene an **Aviation Review Board** to adjudicate the student's appeal. The review board will consist of at least one Senior or Assistant Chief Flight Instructor, one ASI faculty member, and one ASI flight student who is at least a commercial pilot. The ASI director, after appointing the Chair and other members, may participate as a non-voting member of the committee only. Additionally, the ASI Director will make every attempt to schedule the appeal hearing within a reasonable timeframe.

The Aviation Review Board's mission is that of a recommending body to the ASI Director. After considering information from the Chief Flight Instructor and the student, **the Board's recommendation must be to affirm, modify, or reverse the Chief Flight Instructor's sanctions.** In all cases, students who succeed in their appeal will only be allowed to continue their flight training under a *Probationary Training Status*.

The ASI Director, especially in cases pertaining to safety, may use discretion and elect to go against the Aviation Review Board's recommendation to affirm, modify, or reverse the Chief Flight Instructor's sanctions, only if prudence dictates this is necessary for the betterment and safety of the student, the ASI and the university, or the aviation profession. In all cases, the ASI Director will work to maintain the integrity of the Professional Pilot program while balancing the needs and rights of our students.

Probationary Training Status.

Flight students are classified as Active status, Inactive Hold status, or Probationary Training status. Students who are allowed to return to flight training after their appeal to the Aviation Review Board will be placed on Probationary Training status, during which time the student's training and progress will be closely monitored and measured against established benchmarks and ASI SOP. The student will remain on Probationary Training status until successful completion of their current course of training and the end of the academic semester. Any additional issues, such as those that led to the original sanctions, will result in further sanctions, including, but not limited to, administrative withdraw from the degree program. Furthermore, students who are placed on Probationary Training status may not appeal to the ASI Director a second time.

AVIATION STUDENT REVIEW PROCESS

