Aviation Science

Student Handbook

Version 2.0

Revised January 4, 2017
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### Log of Revisions

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<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
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<tr>
<td>09/24/2012</td>
<td>v. 1</td>
<td>Handbook created</td>
</tr>
<tr>
<td>12/07/2012</td>
<td>v. 1.1</td>
<td>Reorganized numbering, added sections 2.1.3, 2.2.2, 2.3.3, 3.3</td>
</tr>
<tr>
<td>01/02/2013</td>
<td>v. 1.2</td>
<td>Added sections 2.2.3, 2.3.4, 3.4</td>
</tr>
<tr>
<td>04/01/2013</td>
<td>v. 1.3</td>
<td>Added section 2.2.4</td>
</tr>
<tr>
<td>01/06/2014</td>
<td>v. 1.4</td>
<td>Added section 2.1.4, 2.1.5, 2.1.6. Removed sections 2.3.3, 2.3.4 to reflect deactivation of PCC ground schools.</td>
</tr>
<tr>
<td>06/23/2014</td>
<td>v. 1.5</td>
<td>Added section 2.1.7, expanded existing section 2.1.4 into 2.1.4(a) and 2.1.4(b), added section 2.1.4(c).</td>
</tr>
<tr>
<td>09/22/2014</td>
<td>v. 1.6</td>
<td>Added sections 2.1.7, 2.2.1(a), 3.3(a)-(b). Clarified section 2.1.3 and added section 1.3(a) regarding re-application to program. Clarified sections 2.1.5, 2.3.1.</td>
</tr>
<tr>
<td>06/22/2015</td>
<td>v. 1.7</td>
<td>Added 1.3(b), 2.3.1(c), 2.3.5, 2.3.6. Expanded and re-ordered section 2.3.2 regarding conditions for earning or maintaining CIP grade in flight class.</td>
</tr>
<tr>
<td>09/21/2015</td>
<td>v. 1.8</td>
<td>Added 2.1.1(a), clarified 2.3.2(a)(iii). Changed any references to “Hillsboro Aviation” to “Hillsboro Aero Academy.”</td>
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<tr>
<td>03/28/2016</td>
<td>v. 1.9</td>
<td>Revised 2.3.1(c) to clarify ability to adjust flight fees for previous experience. Added 2.3.5(a)-(b), 2.3.6(b)(i), 2.3.6(d), 2.3.7, and 2.3.8 clarifying add-on ratings, flight fees, and registration for flight classes.</td>
</tr>
<tr>
<td>01/04/2017</td>
<td>v. 2.0</td>
<td>Changed formatting. Revised/added 2.2.3, 2.3.1(c)-(d), 2.3.2, and 2.3.8(c) clarifying one lifetime opportunity to retake a failed flight class, inability to adjust flight fees for previous experience, change from CIP to I grading option, required completion of all hours, and refunding of flight fees.</td>
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Section 1: Applicability & Definitions

1.1: Effective date

The policies in this document are effective after September 24, 2012, unless otherwise specified.

1.2: Applicability

The policies in this document apply to all new or returning Aviation Science students beginning fall term 2012.

1.3: Definitions

a. Reasons a student may be removed from the aviation program
   i. Voluntary withdrawal
   ii. Behavior/conduct (see: 2.1.1 and 3)
   iii. Inactivity (see: 2.1.2)
   iv. Failure to maintain minimum AVS GPA (see: 2.2.2)
   v. Academic suspension (see: 2.2.3)
   vi. Failure of flight class (see: 2.3.1)
   vii. Failure to register for required flight lab (see: 2.3.2)
   viii. Expulsion from HAA (see: 2.1.1(a))

b. “Academic quarter” or “term” means any of fall/winter/spring/summer term at PCC, considered to be the period of time from the beginning of the term to the end of the term, as defined in the PCC Academic Calendar (http://www.pcc.edu/enroll/registration/academic-calendar.html)
Section 2: Departmental Policies

Section 2.1: General

2.1.1: Behavior

All students will demonstrate a safe, professional attitude in all flight-related operations and academic performance. Repeated negative feedback from Hillsboro Aero Academy (repeated late cancellations or no-shows, unsafe flight operations) or violations of the PCC student code of conduct may result in a student being permanently expelled from the Aviation Science degree program.

a. Expulsion from HAA: A student who has been expelled from HAA or who has otherwise been notified that they will not be allowed to continue or begin flight training at HAA, is not eligible to remain in or apply to the PCC Aviation Science program.

2.1.2: Inactivity

A student who has not taken any AVS designated classes (AVS-XXX) in the previous two terms may be dropped from the program, unless the student has been in contact with a department chair regarding their intentions for completing the degree. Students who are only taking general education or elective classes during a term are strongly encouraged to communicate with a department chair their intended plan for completing the degree.

2.1.3: Re-application to program after being dropped

A student who has been dropped from the Aviation Science program for reasons other than inactivity or academic suspension (see section 1: definitions) may not re-apply for admission in a future term. A student who withdrew voluntarily from the Aviation Science program, or who was dropped due to inactivity or academic suspension, may re-apply for admission in a future term. A student who is re-applying to the Aviation Science program will need to accomplish the following steps:

a. Achieve an academic standing at PCC of “Good Standing”;
b. Re-apply to the Aviation Science program including:
   i. Cover letter stating how circumstances have changed to allow success;
   ii. Current FAA medical certificate with second-class privileges;
   iii. All other aviation application requirements;
   iv. An academic plan developed with and signed by a PCC adviser.
2.1.4: Initial application to program

a. *Academic standing*: A student who wishes to apply to the Aviation Science program must be in good academic standing at the time their application is submitted.

b. *Prerequisite classes*: All applicable prerequisite classes must be complete at the time a student's application is submitted for consideration. This includes:

   i. *Math prerequisite*: Either completion of PCC's MTH 60 with a “C” or better, or placement into MTH 65 or higher, or completion of PCC's MTH 65 competency exam.

   ii. *Writing prerequisite*: Either completion of PCC's WR 115 with a “C” or better, or placement into WR 121 or higher.

c. *Intro to Aviation*: Although AVS-127: Intro to Aviation is not a formal prerequisite to the program, failure of AVS-127 prior to admission to the aviation science program does not indicate a potential for future success. A student who has taken AVS-127 prior to admission to the aviation science program, and whom received a final grade of "F," must re-take AVS-127 and successfully complete it with a "C" or better prior to being approved for admission to the aviation science program.

d. *Initial enrollment*: A student who is admitted to the aviation science program for a given term, who does not enroll in and remain registered for any classes during their term of admission, will be dropped from the program. The students must re-apply and re-submit all documents and application materials for the term they wish to start.
2.1.5: Declaration of dual majors

a. A student who has not yet completed an Aviation Science degree from PCC, and who wishes to either declare a dual major (more than one simultaneous Aviation Science major) or switch to another Aviation Science major, must first have completed:
   i. all 100-level aviation academic courses,
   ii. all flight classes required by the first degree, and
   iii. at least half of the required general education credits.

b. A student wishing to declare a dual major must first submit a petition to any department chair requesting the additional aviation major. Approval of the second major is at the discretion of the department. The petition must include:
   i. sufficient justification for the dual major, and
   ii. plan for completing the entire second desired major.

c. Airplane degree options: A student may not pursue both the “Airplane: With flight instructor” and “Airplane: Without Flight Instructor” degrees.

2.1.6: Approval of elective classes and awarding of non-traditional credit

The Aviation Science department policy for awarding non-traditional credit is located here: [http://www.pcc.edu/programs/aviation-science/documents/transcription-of-credit.pdf]. Classes may receive approval as electives at the department chair’s discretion. AVS-275: Professional Pilot will not be approved as an elective.
2.1.7: Dress code

Aviation Science students are encouraged to dress in a professional manner that demonstrates respect for the profession at all times. Beginning fall term 2014, the Aviation Science program will require students to follow a uniform dress code. The dress code must be worn during any activities directly related to flying (times/locations specified below). For all other classes, students are encouraged to wear their uniform, but may dress in business casual (non-denim/jean pants, collared shirt, closed-toed shoes).

a. Dress code:
   i. **Informal uniform option (all students):** PCC Aviation Science/Hillsboro Aero Academy Polo Shirt with black or khaki pants (non-denim/jeans), closed-toed shoes.
   ii. **Formal uniform option (all students):** White pilot shirt with PCC Aviation Science epaulettes, dark slacks, closed-toed shoes.
   iii. **Formal uniform option (helicopter students only):** Flight suit with PCC insignia, closed-toed shoes.
   iv. Shorts may be worn if the temperature is forecast to be above 90 degrees Fahrenheit.
   v. All clothing should be clean and in good repair.

b. Times/locations:
   i. Any scheduled flight or ground lesson at the Hillsboro, Troutdale, or Prineville airport.
   ii. Flight labs (AVS-107 or AVS-207).
   iii. Industry activities (e.g. safety seminars/guest speakers)
Section 2.2: Grades

2.2.1: Passing grades

The Aviation Science Subject Area Committee (SAC) has decided that a grade of "D" is unacceptable performance for future professional pilots. As such, effective fall term 2012, the "D" grade will no longer be an option in Aviation Science classes for which letter grading is available.

a. Passing grades in other classes required by the degree: Effective fall term 2014, each student must earn a grade of “C” or higher in PHY-101, PHY-201, and GS-109 in order to use the class(es) to satisfy aviation major requirements for an Aviation Science AAS degree.

2.2.2: Minimum GPA

All Aviation Science students must maintain a minimum 2.0 GPA in all Aviation Science classes taken at PCC. Aviation Science GPA will be calculated at the end of each term. A student whose Aviation Science GPA falls below 2.0 will have one term to attempt to raise their GPA above 2.0. If during that term the student is unable to raise their GPA sufficiently, the student will be dropped from the program. (Effective winter term 2013)

2.2.3: Academic standing

As academic standing at PCC is required to be in the Aviation Science program, academic suspension constitutes termination of a student’s status as an Aviation Science major. A student who desires to return to the program once they have re-achieved “Good Standing” may re-apply using the process in Section 2.1.3 of the Aviation Science Student Handbook.

2.2.4: Aviation academic courses

An aviation academic course is one numbered "AVS-XX7" (e.g. AVS-127, AVS-137). Each student will have two attempts to successfully complete each aviation academic course with a final grade of “C” or better. If an aviation academic course is failed a second time, CIP/I grades for all flight courses will be changed to an F and the student will be dropped from the Aviation Science Program (see section 2.3.1 below).
Section 2.3: Flight and ground training

2.3.1: Flight progress and re-registration for flight classes

A student who fails a flight class will be dropped from the program. A student may petition a department chair for an exception to this rule one time. Exceptions will only be granted for demonstrated significant extenuating circumstances. A student who is petitioning for an exception will need to accomplish the following steps:

a) Submit the following documents:

i. Cover letter stating:

1. how circumstances have changed to allow success, and

2. specific details regarding how the student intends to finish the remainder of their flight training and the degree.

ii. An academic plan developed with and signed by a PCC adviser.

iii. Other requirements may be imposed at the discretion of the department chair.

b) Academic good standing must be achieved prior to registering for another flight class.

c) Flight fees for re-registration: Effective fall term 2016, the department is unable to grant partial previous experience credit toward a flight class. If a student is granted permission to re-register for a failed flight class, or if they enter the program having gained partial experience elsewhere for that flight class, the student must pay the full amount of the flight fees.

d) Lifetime limit on re-registering for failed flight class: A student has one lifetime chance to petition to re-register for a failed flight class. If any additional flight classes are failed, the student will be removed from the program.
2.3.2: Conditions for Course-In-Progress/Incomplete grade

If a student has not completed the course by the end of the term in which they registered, they may be eligible to receive an Incomplete (I) grade, as long as they have made an appropriate amount of progress, as specified below. The student may be given up to one additional term beyond the registration term to complete the flight course with no penalty, as agreed upon with the Instructor in the required Incomplete Contract, giving the student a total of two terms to complete the flight class. Students with extenuating circumstances may petition a department chair for an exception to this policy.

Students who registered for a flight class prior to fall term 2016 were able to receive Course-In-Progress (CIP) grade, and students who received a CIP grade prior to fall term 2016 still have one term from the end of the term they originally registered to complete the class (for a total of five terms), in accordance with college policy. Students must continue to make an appropriate amount of progress each term in order to keep their CIP grade, as specified below.

The student must have logged a minimum of 15 hours of flight time in that flight class during the registration term (or the minimum amount of progress detailed for specific classes in section (a)(iv) below). If the student has not logged at least 15 hours of flight time by the end of the registration term, a grade of “F” will be put in for the flight class.

a) Conditions for CIP/I grade: Students who currently have a CIP/I grade in a flight class must meet all of the following conditions in order to keep their CIP/I. If all conditions are not met, the CIP/I will be changed to an “F.”

i. Continue to register for flight lab in successive terms until the CIP/I is complete.

ii. Receive a passing grade in the flight lab.

iii. Log at least 15 hours of flight time in the in-progress flight class per academic quarter (unless the student is enrolled in a class listed in section (iv) below). For the purposes of counting the amount of flight time a student has accumulated in a given term, flight time logged between terms will count toward the next term’s total.
iv. The following classes are either composed of a large amount of ground training or represent fewer credit/contact hours than the typical flight class; therefore, students enrolled in these classes must meet the listed progress requirements.

1. For AVS-236: Airplane MEI Flight or AVS-265: Helicopter CFI Flight, the student must log at least 15 hours of training, consisting of either ground, flight, or simulator time.

2. For AVS-243: Airplane Single-Engine CFI Flight or AVS-244: Airplane CFII Flight, the student must log at least 10 hours of training per course, consisting of either ground, flight, or simulator time.

b) Leave of absence: A student may petition a department chair for permission to take one term off from flight training and, if permission is granted, the student would not need to register for the flight lab during their term off.

c) Flight lab registration required: If a student who currently has a CIP/I in a flight class does not register for the flight lab by the beginning of the second week of the term, and has not received permission to take the term off, the CIP/I will be changed to an "F."

d) Registration for flight lab after leave of absence: If a student who has received permission to take a term off does not register for the flight lab by the beginning of the second week of the term following the term off, and continues flying in the term following their absence, the CIP/I will be changed to an "F."

e) Consecutive failing grades in flight lab: If a student receives a non-passing grade in the flight lab in two consecutive terms, any CIPs/IIs will be changed to an "F" and the student will be dropped from the program.

f) Conditions that don’t require registration for flight lab: A student who anticipates finishing their flight training during the first four weeks of the term, and who does not intend to do any further flight training during that term, may petition a department chair for a waiver of the requirement to register for the flight lab during that term.
2.3.3: Ground school progress (co-requisite): [DELETED]

2.3.4: Ground school progress (non co-requisite): [DELETED]

2.3.5: Registration for flight class

A student who wishes to register for a flight class must apply to a department chair for appropriate approval. Approval will not be granted to register for more flight training than the department chair believes can be completed in one term.

a) Flight fees: The flight fees associated with each class represent the amount of training the department believes it is possible for a full-time student to achieve the course outcomes in one term. In this case, “full-time student” reflects someone who is scheduling 4-5 flight blocks per week and who is putting in 3 hours of studying per flight hour credit, per week, outside of any scheduled ground and flight lessons. Students who do not meet these conditions will likely take more than one term to complete the flight class and/or incur additional out-of-pocket fees.

b) Flight fees are composed of the following elements:

i. Instruction costs for training (including flight and ground instruction)

ii. Aircraft rental for training

iii. Checkride allotment (flat rate that includes an estimate of the aircraft rental and examiner fee for the checkride(s), as well as FAA knowledge test(s))

iv. HAA admin fee

c) Fees for additional training: If a student spends the entire amount of the flight fees, any additional amount required to successfully complete the flight class must be paid by the student directly to HAA. PCC is unable to adjust the flight fees up to represent additional training required by a student to complete the class.

d) Completion of all hours: A student must complete all the flight and ground hours listed in the course handout/CCOG in order to receive a grade for a given flight class. A grade will be issued when all the listed flight and ground hours have been completed, regardless of proficiency.
e) Refunding of unused flight fees: As completion of all the hours is required in order to receive a grade for a flight class, no unused flight fees should remain once a letter grade has been assigned.

i. Drop prior to withdraw deadline (all students): A student who drops their flight class prior to the withdrawal deadline will receive a 100% refund of the tuition and flight fees, in accordance with PCC policy.

ii. Drop after the withdraw deadline (private pilot students only): For the private pilot courses only, the portion of the flight fees representing instruction costs is held at PCC and used to pay the student’s PCC-employed flight instructor, while the remainder of the flight fee is sent to HAA. A student who drops their flight class after the withdrawal deadline would typically not receive a refund of any tuition or PCC fees, though any money remaining on account at HAA would be returned to them. If a student wishes to receive a refund of the portion of the flight fee held at PCC, they should appeal to the PCC Registrar for a deadline exception [http://www.pcc.edu/enroll/registration/dropping.html]. Once the end of the registration term has passed, a withdrawal is not possible, and any...

iii. Drop after the withdraw deadline (all students past the private pilot license): For all flight courses beyond the private pilot license, the entirety of the flight fees (including instruction costs) are sent to HAA. A student who drops their flight class after the withdrawal deadline would not receive a refund of any tuition at PCC, but any remaining money on account at HAA would be returned to them.

iv. Failure of flight classes: There are two ways a student can earn a failing grade in a flight class: failure of the graded lesson too many times (as specified on the course handout), or requesting an “F” grade in order to voluntarily withdraw from the course/program. In either case, any remaining fees left on the student’s account at HAA will be returned, and any portion of the flight fees that was held at PCC will not be refunded.
2.3.6: Registration for additional flight class prior to completion of prerequisite flight class

Occasionally circumstances may arise in which it would be advantageous for a student to register for the next flight class in a sequence prior to having completed the prerequisite flight class (e.g. register for AVS-135 before completing AVS-125). Approval for these situations is at the discretion of the department chair.

a) Private license: The private license (AVS-115: Helicopter Private Flight or AVS-125: Airplane Private Flight) must be completed prior to registering for any additional flight courses.

b) Completion of prerequisite flight course: Registration for additional flight courses will not be granted unless the student is within 10 flight hours of completing the prerequisite flight course. An estimate of the number of hours left to complete the prerequisite flight course will be made by the student's primary flight instructor, as individual flight progress is not directly reflected by the recommended lesson times listed in each syllabus.

i. A student would be allowed to register for both AVS-243 and AVS-244 during the same term.

c) A student who has not completed a flight class within two terms (the registration term and the term immediately following) will not be allowed to register for any additional flight classes until completing all flight courses with CIPs/Is.

d) Failure of prerequisite flight class: Occasionally situations may arise when a student is registered for both a flight class and its prerequisite flight class, and the student fails the prerequisite flight class. Failure of a flight class would normally result in the student being removed from the program. However, if the student petitions for and receives an exception to this rule, the student must then successfully complete and receive non-traditional credit for the prerequisite flight class before being allowed to continue.
2.3.7: Charges against HAA account

Flight fees may only be used to pay for the following items:

- Ground instruction (individual or group, at either the basic or advanced rate)
- Flight instruction (basic or advanced rate)
- Aircraft/simulator rental (for the aircraft specified in the flight course handout)
- FAA knowledge tests (only those specified in the flight course handout)
- FAA practical test (only that amount specified in the flight course handout)

Flight fees may not be used for any of the following items; they must be paid for by the student out-of-pocket or charged to the student’s personal account:

- No-show fees
- Pilot store supplies
- Fuel surcharges/fuel payments away from base

2.3.8: Category and class add-on ratings

At this time, PCC does not have separate flight classes that represent category and class add-on ratings. Since the FAA certificates listed here [http://www.pcc.edu/resources/academic/degreeoutcome/default.cfm?fa=program&subject=AVS](http://www.pcc.edu/resources/academic/degreeoutcome/default.cfm?fa=program&subject=AVS) are required for the degree, any category or class add-on needed in order to earn those FAA certificates is also required for the degree.

a) Permission to do add-on ratings: Permission to do category or class add-on ratings is at the discretion of a department chair.

b) Flight class registration for add-on rating: A student who has received permission to do add-on training will be placed into the highest flight class for which they are unable to receive full credit.

c) Flight fees for add-on ratings: A student who registers for a flight class with the intent of doing an add-on rating will receive the full amount of the flight fees for the course they are placed into, and will be expected to complete all the hours in that class.
Section 3: Aviation Science Student Code of Conduct

Section 3.2: Communication

All rules stated in PCC’s Student Rights and Responsibilities handbook (http://www.pcc.edu/about/policy/student-rights/) must be respected. In addition, students should be constructive and professional in all communications and interactions with students, faculty and staff. Communications should be appropriate to the academic and work environment. The Aviation Science program has people from all walks of life, political views, cultural backgrounds and experience levels in attending. When communicating online or in writing, students should consider that others who read it don't know what kind of mood the author is in, so what is intended as a joke could have a very negative impact on someone else. All communications should help others feel respected and keep this a fun, positive place to learn.

Section 3.2: Harassment

Harassment, bullying or intimidation of any kind may result in removal from a course or even the Aviation Science program. If a student is subject to harassment or intimidation of any kind, they should notify a Dept. Chair immediately. The Dept. Chair may work towards resolution with the parties concerned, or they may elect to ask for help from the Division Dean and/or Dean of Student Services.

Section 3.3: Compliance with regulations/procedures

Aviation Science students are expected to comply with all Federal Aviation Regulations and all provisions of Hillsboro Aero Academy’s Student/Renter Handbook and Safety Manual (Airplane or Helicopter, as appropriate). Failure to comply with these policies may result in a student being dropped from the Aviation Science program.

a. Required notification: If a current PCC Aviation Science student is involved in an incident or accident (as defined in 49 CFR §830.2), in addition to complying with the regulations and policies listed above, the student should attempt to notify any aviation department chair as soon as practical.

b. If a student knows or suspects they have violated a regulation, they are strongly encouraged to file a safety report with Hillsboro Aero Academy and the NASA Aviation Safety Reporting System (ASRS), as well as notifying a department chair.
Section 3.4: Academic and general integrity

Students of Portland Community College are expected to behave as responsible members of the college community and to be honest and ethical, both in their interactions with others and in their academic work. PCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults.

To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education. Furthermore, the aviation industry relies heavily upon the honesty, integrity and trustworthiness of its pilots, and therefore the Aviation Science program and its faculty have committed to being particularly vigilant and intolerant of dishonesty.

For guidelines and definitions of what is considered cheating or dishonesty, and what is allowable collaboration, please see PCC's Student Rights and Responsibilities Handbook (http://www.pcc.edu/about/policy/student-rights/), paragraphs 17-19. Zero points will be awarded for any work that falls under the definitions of paragraph 19. If warranted, further penalties under chapter 20 may be pursued, up to and including dismissal from the Aviation Science program.