

Program Specific Satisfactory Academic Progress (SAP) Requirements for CWU Professional Pilot Students

1. ACADEMIC PERFORMANCE (class room)

The FAA approved Training Course Outline and Syllabus require a minimum performance standard for knowledge in all Certificate and Rating FAA ground school courses of 80% on stage and EOC (final) exams. The CWU catalog and the Department of Aviation individual FAA ground school class syllabi also require a minimum 80% on cumulative course grade to receive an FAA graduation certificate. If a student does not meet FAA 141 ground school requirements (see course syllabus for detailed explanation) he/she will be removed from the corresponding flight lab and may be transitioned into another academic area of study. **Additionally, re-enrollment in FAA grounds schools under FAR141 will not be allowed.**

2. FLIGHT TRAINING PROGRESS (flight labs)

Students are expected to maintain satisfactory progress to meet the requirements of table 1A (for those in training with CWU instructors and aircraft) or Note A (for those in training with IASCO instructors and aircraft), and their applicable flight training syllabus. Completion and evaluation standards will be based on those set forth in CWU's FAA approved flight training syllabus for the course enrolled.

Students must meet or exceed the following minimum standards of performance unless otherwise authorized by the Chief Flight Instructor:

- 1) Students must not repeat a lesson more than three (3) times.
- 2) Students must not have more than three (3) FAA approved course syllabus specified review lessons in a particular stage of training unless approved by Assist/Chief Flight Instructor.
- 3) Under no circumstances will there be more than six (6) total course syllabus specified review lessons per stage of training unless authorized by a CWU Aviation review board.
- 4) Students must not fail more than two (2) stage checks (oral or flight portion) per course of training. Any student who fails the same stage check *twice* or more than two stage checks per course of training will have flight training suspended until a CWU Aviation review board determines the course of action. The student will be notified and may attend the review board if desired. See Paragraph 6, Review Board.
- 5) Each stage shall be completed by the date listed in Table 1A or Note A (as appropriate). Failure to complete the stage may result in discontinuance from the course of training.

3. Determination of Flight Status

Satisfactory academic progress (SAP) as defined by Table 1 A or Note A (as appropriate) herein is essential for the success and safety of the student. SAP will be monitored at least semi-monthly by Assist/Chief Flight Instructor.

If a student's flight progress is two or more flight lessons behind the flight lab mean (as determined during above monitoring) the student will be notified by the Assist/Chief Flight Instructor; the student must work with his/her flight instructor to create a written "plan of action" to catch up. The plan must be signed by both the student and the instructor and submitted to the Assist/Chief Flight Instructor for approval. If the student is not at or beyond the flight lab mean by the next semi-monthly check, the student will be discontinued from flight status. The Assist/Chief Flight Instructor may choose not to place the student on discontinued status if documented circumstances exist that are beyond the student's control. Such circumstances might include maintenance delays, weather delays, military commitments, or extended illness. **Circumstances such as personal obligations, vacations, etc. will not be considered.**

If a student is not able to continue training for more than **two weeks** due to financial or medical issues, the student **must** submit a request to temporarily dis-enroll from the FAR141 course of training with the Assist/Chief Flight Instructor. Disenrollment from an FAR141 flight course should not be considered a "punishment". It is a "time-out" in training that stops the completion deadline (see Table 1A). Requests to dis-enroll must be in writing and addressed to the Assist/Chief Flight Instructor and the CWU Flight Program Coordinator. Upon resolution of the issue, the student must apply for re-enrollment with the Assist/Chief Flight Instructor. Once the student is re-enrolled in the FAR141 flight course, the Assist/Chief Flight Instructor will assign a new course completion deadline.

4. PROBATION

A student who violates a flight school regulation or Federal Aviation Regulation (FAR) may be placed on probation for a minimum of thirty (30) days as determined by the Assist/Chief Flight Instructor, and a "Notice of Probation" will be given to the student. Copies of this notice will be sent to CWU Department of Aviation and placed in the student's permanent flight training record and CWU Department of Aviation student record. The conditions of the probation will be determined by the Assist/Chief Flight Instructor. Depending on the severity of the violation, the Assist/Chief Flight Instructor may notify the Spokane FAA FSDO, or may allow the student to continue flight status.

5. DISCONTINUANCE STATUS

Any of the following will result in discontinuance from flight status:

- Failure to meet the conditions applied to a probationary period.
- Any flagrant violation of Federal Aviation Regulations.
- A flagrant violation of Flight School Safety Procedures and Practices.
- Student placed on probation 2 times or more during any course of training.
- Failure of one of the associated FAA ground school courses at CWU.
 - a. Note: Both AVP354 and AVP352 must be satisfactorily passed to continue in both the Flight Officer specialization and the Commercial Pilot specialization
- Failure to meet the requirements set forth in a written plan of action
- Failure to maintain course progress deadlines as designated per Table 1A (next page):

Table 1A (Flt Lab Course Progress Requirements for those training with CWU instructors and aircraft)

Course	End of Fall qtr	End of Winter qtr	End of Spring qtr
Private	Stage 1 complete	Stage 2 complete	Stage 3 complete
Instrument	Stage 1 complete	Stage 2 complete	Stage 3 complete
Commercial	Stage 4 complete	Stage 5 complete	Stage 6 complete
Com AMEL CFI (FO only)	Stage 7 complete	CFI complete either winter or spring	See winter

- If extenuating circumstances (i.e. prolonged periods of fog or snow, CWU delay in flight training start) prevent the majority of flight operations from reaching quarterly required progress, the Assist/Chief Flight Instructor will adjust the above benchmark(s).

Note A (Flt Lab Course Progress Requirements for those training with IASCO instructors and aircraft)

- Due to the diverse progress of those students finishing flight training with IASCO, all students IASCO students must meet with their IASCO flight instructor to develop a detailed schedule proposal for completion of flight training. The written proposal must be submitted to IASCO’s Chief or Assistant Chief Flight instructor for approval and signature. A copy of the signed proposal must be submitted to CWU’s Director of Flight Operations no later than September 26, 2017.
- Deviations of more than two weeks from the proposal will require a written explanation submitted to CWU’s Director of Flight Operations.
- *All training with IASCO must be completed prior to the end of spring quarter 2018.

The student will be notified in writing (to the preferred address shown on MyCWU and via CWU email) of the Assist/Chief Flight Instructor’s action of discontinuance. The letter will include the reason(s) for the discontinuance. A copy of this letter will be maintained in the student’s training file at the CWU Department of Aviation.

If an FAR violation is alleged, the FAA may be notified.

Upon receipt of the notification of discontinuance the student will have one week from the date the email notification was sent to do one of the following:

- Withdraw from the program. The form is available at the Department of Aviation Black Hall office.
- Request a review board by contacting the CWU Chief Flight Instructor at 509-925-4009.

Failure to do anything will result in termination from flight training status and notification that a major change is mandatory.

6. REVIEW BOARD

If a review board is requested, the student will be notified by telephone and by email as shown on MyCWU at least 48 hours in advance of the date and location of the review board, and he/she has the right to be present. The decision of the review board is final. A review board shall consist of (1) the Chair – Department of Aviation, (2) the Assist/Chief Flight Instructor (or designated representative Lead CFI if IASCO student), (3) the CWU Chief Ground Instructor, and (4) one additional CWU Aviation faculty member. A minimum quorum for the board is (3) of the above members.

The purpose of a review board is to allow the student to represent himself/herself. Any individual who accompanies the student is there in a non-speaking support role only. Family Education Rights and Privacy Act (FERPA) rules shall be enforced. The review board may exclude from the meeting any person who disrupts the proceeding.

7. GRIEVANCE PROCEDURE

Any student with a grievance concerning flight training shall personally communicate the grievance by starting with the student's flight instructor. If the student wishes to elevate his/her concerns, he/she must personally communicate the grievance to the persons listed below in the following order:

1. The Assist/Chief Flight Instructor
2. CWU Department of Aviation chair
3. Dean, College of Education and Professional Studies