

II. 3. Repetition of Aviation Courses

Revision Date: October 2023

Next Revision Due: TBD

OPR: Associate Chair, Department of Aviation

Explanation of Changes

- October 2023 – this revision has three updates:
 - Reassigned reference to the Assistant Chair of Flight Academics as this position no longer exists.
 - Revised formatting to match other policies.
 - Expanded guidance on eligibility for students retaking class to match language in policy manual II.5 Academic Flight Course Policy – Manned Aircraft Flight Courses.

1. Information regarding retaking an aviation course – general.

- a. After a student has attempted an aviation class but needs to retake the class due to substandard performance or to improve a grade of “C” or higher, registering in a class is subject to seat availability in the classroom, class size limitations, and flight instructor and aircraft availability as applicable.
- b. If the student is eligible to register for class, the student must register for a section taught by a different faculty member from the previous attempts. Exceptions to this policy are subject to approval by the individual faculty member teaching the class.

2. Attempting a course for a third time.

- a. After a student has attempted an aviation class for a second time, defined as either a withdrawal after the last day to add, or failure to achieve an acceptable grade, the student must petition the Aviation Department Faculty in order to remain enrolled in the course. The student shall reach out to the Assistant Chair of General Academics to initiate this process. Flight course students will be placed on Flight Hold until this petition process is completed.
- b. If a majority of the Aviation Department faculty approves the request to take a course for the third time, the student will be required to sign a statement acknowledging that the third attempt will be the final attempt allowed. This statement will be signed by the student, the Assistant Chair of General Academics, and the Associate Dean.

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- c. If the course is required for a degree in aviation and the student is unsuccessful in completing the class with a grade of “C” or higher, the student will not be allowed to continue in that degree or any other degree requiring that course.

3. Repeating a course to improve a grade of “C.”

- a. In addition to University policies or requirements, a student may be allowed to repeat a course to improve a grade of “C” or higher provided the following requirements are met:
 - 1. The attempt to improve a flight course grade is made in the semester immediately following the semester when the first attempt grade was posted or the next semester the student is enrolled. An exception to this would be for a student whose first attempt was during the spring semester; if a second attempt is approved, the student would be allowed to attempt the course during the fall semester. In addition, if the flight course is not offered in the semester immediately following the first attempt, then the course must be taken the next semester in which the course is offered and the student is enrolled.
 - 2. For both flight and non-flight courses, the student must complete a petition to repeat the course to improve the grade and the petition must be approved by the Aviation Department faculty.
 - 3. The student will only be allowed to enroll in the class provided the requirements of paragraph 1 of this section are met and all other prerequisites are met.
 - 4. Students are required to comply with all class rules, including attendance, participation and class assignments. Alternate assignments and/or additional course work may be assigned.

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