



**AUBURN**  
UNIVERSITY

School of Aviation

Student Handbook

2023 - 2024

## **Welcome to Auburn Aviation!**

The information contained in this handbook is critical to your success. Please read it carefully, as you are responsible for complying with all School of Aviation policies.

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# **School of Aviation**

## **Overview**

Since the Wright Brother's first flight in 1903, aviation has transformed the global landscape by connecting nations, economies, and cultures. Auburn University has been actively involved in aviation education for over 75 years and is centrally located and well-connected to a hub of world-class aviation headquarters and organizations in the Southeast.

Our team takes a holistic, interdisciplinary approach to aviation education and research. A strong sense of community and passion is evident among our 5,000+ aviation alumni, who are well-known for their positive contributions to all fields of the aviation industry.

## **School of Aviation Mission Statement**

The Auburn Aviation team, through education, research, and outreach programs, will develop highly desired graduates and thought leaders who will serve as a positive force in aviation and the world.

## **Academic Programs**

The School of Aviation offers two undergraduate degrees accredited by the Aviation Accreditation Board International: Aviation Management and Professional Flight. The Aviation Management Degree focuses on the business knowledge needed for success in the aviation industry, emphasizing general management and a comprehensive understanding of all aspects of aviation operations. The Professional Flight Degree offers a quality aviation education that provides a solid foundation of aeronautical knowledge and piloting skills expected by professional aviation organizations and necessary for success in the aviation industry.

The School of Aviation also offers an Aviation Management minor that provides students in other majors an overview of the aviation industry and a certificate program in Aviation Hospitality Management which is a joint program administered by the School of Aviation and the Department of Nutrition, Dietetics and Hospitality Management in the College of Human Sciences.

## **Aviation Management (AVMN)**

The Aviation Management degree contains an embedded general business minor and 12 hours of free electives to tailor the degree to individual career aspirations. Students must declare the general business minor with the Harbert College of Business no later than their sophomore year.

## Curriculum Model

The AVMN curriculum model is available on the Aviation Management homepage (<https://cla.auburn.edu/aviation/our-programs/aviation-management/>) and updated yearly in the AU Bulletin.

## Program Mission Statement

The mission of the Aviation Management program is to develop highly desired aviation professionals and thought leaders who will serve as a positive force in aviation and the world.

## Program Education Goals

Our goal is to:

1. **Develop aviation professionals with exceptional knowledge, skills and values.** Graduates will be highly educated, technically proficient, safety-oriented and business-minded.
2. **Develop aviation professionals that advance global aviation.** Graduates will have a global perspective and embrace diverse cultures and ideas. Graduates will recognize historical trends, current issues and emerging opportunities.
3. **Develop aviation professionals that aspire to lead.** Graduates will champion integrity, cultivate professional and personal growth opportunities, subscribe to a philosophy of lifelong learning, and lead by serving others.

## Student Learning Outcomes

Students graduating from the Aviation Management, B.S. program will:

1. Conduct aviation operations in a professional, safe, and efficient manner.
2. Describe historical trends, current issues, and emerging opportunities in aviation.
3. Apply effective oral and written communication skills to function effectively in the aviation environment.
4. Articulate the value of integrity, lifelong learning, and building diverse teams in serving and leading others.
5. Apply knowledge of business principles.

## Admissions, Standards, and Requirements

Eligibility for admission to the Aviation Management program is determined by the Auburn University Admissions Office on the basis of the candidate's test scores and previous academic record.

## Transfer Students

Transfer students (external and internal) may enter the Aviation Management program during any semester.

## Orientation for Incoming Aviation Management Students

Camp War Eagle is Auburn's two-day orientation program for all incoming freshmen. On the second day of Camp War Eagle, you will attend a group advising session with the School of Aviation staff to plan your fall semester schedule and sign up for classes.

All transfer students are required to attend SOS – Successfully Orienting Students, Auburn's one-day orientation program for incoming transfer students. SOS emphasizes university services, meeting with academic advisors, small group discussions on college student life led by upper-class student leaders, and class registration.

## Professional Flight (AVPF)

Auburn University is an FAA-approved Part 141 pilot school. Flight operations are conducted at the Auburn University Regional Airport (KAUO), located less than three miles from campus.

Degree certifications and ratings include Private Pilot Certification, Instrument Rating, Commercial Pilot Certification, Multi-Engine Rating, Certificated Flight Instructor (CFI), CFI with Instrument Rating (CFII), and Multi-Engine Instructor (MEI). One advanced pilot or flight instructor certification/rating MUST be completed at Auburn, and to be Restricted ATP (R-ATP) eligible, the ground and flight training for the instrument rating and commercial pilot certificate must be completed at Auburn. NOTE: Commercial Pilot Certification, Single Engine is available as an add-on but is not considered part of the Professional Flight degree.

### Curriculum Model

The AVPF curriculum model is available on the Professional Flight program homepage (<https://cla.auburn.edu/aviation/our-programs/professional-flight/>) and updated yearly in the AU Bulletin.

### Program Mission Statement

The mission of the Professional Flight program is to develop highly desired professional pilots and thought leaders who will serve as a positive force in aviation and the world.

### Program Educational Goals

Our goal is to:

1. **Develop professional pilots with exceptional knowledge, skills and values.** Graduates will be highly educated, technically proficient, safety-oriented and business-minded.
2. **Develop professional pilots that advance global aviation.** Graduates will have a global perspective and embrace diverse cultures and ideas. Graduates will recognize historical trends, current issues and emerging opportunities.
3. **Develop professional pilots that aspire to lead.** Graduates will champion integrity, cultivate professional and personal growth opportunities, subscribe to a philosophy of lifelong learning, and lead by serving others.

## **Student Learning Outcomes**

Students graduating from the Professional Flight, B.S. program will:

1. Conduct flight operations in a professional, safe, and efficient manner.
2. Describe historical trends, current issues, and emerging opportunities in aviation.
3. Apply effective oral and written communication skills to function effectively in the aviation environment.
4. Articulate the value of integrity, lifelong learning, and building diverse teams in serving and leading others.
5. Possess the necessary knowledge, skills, and attitude to competently and ethically function as a professional pilot in the aviation industry.

## **Admissions, Standards, and Requirements**

Eligibility for admission to the Professional Flight program is determined by the Auburn University Admissions Office on the basis of the candidate's test scores and previous academic record.

## **Transfer Students**

Transfer students (external and internal) may enter the Professional Flight program during Fall or Spring semester and will be accepted on a space-available basis as determined by the school director. A minimum cumulative grade point average of 2.70 is required.

## **Progression**

Students must earn a grade of at least C in all courses in the major and maintain a minimum 2.70 institutional GPA. The Professional Flight curriculum is designed for the progressive development of flight knowledge and skills, and students who earn less than a C will not be allowed to progress to the next course. A course in which a student earns a grade less than a C may be repeated one time only. Successful completion of the repeated course will result in the student being allowed to continue to progress through the Professional Flight degree curriculum. Students who earn a grade less than C in two or more Professional Flight major courses or maintain an institutional GPA below 2.70 will be required to meet with the school director and may be considered for dismissal from the program.

## **Advanced Credit**

Per the Professional Flight curriculum model, advanced credit for pilot certification/rating will be granted upon evidence of FAA pilot certificate/rating at the time of enrollment. Evidence consists of the certificate and the knowledge and skills required to exercise the flight privileges associated with the certificate. To receive advance standing credit for pilot certification/rating earned elsewhere, a student must pass a 25-question general knowledge written exam administered by his/her assigned flight instructor and pass a proficiency flight check to Auburn University's End-Of-Course standard for the corresponding FAA certificate/rating. To be considered for advanced credit, incoming students must have their certificates/ratings completed by August 1. Per the FAA, academic credit and flight training conducted outside of Auburn University may not count toward the Restricted Airline Transport Pilot (R-ATP) certificate requirements.



## **Orientation for Incoming Professional Flight Students**

Camp War Eagle is Auburn's two-day orientation program for all incoming freshmen. On the second day of Camp War Eagle, you will attend a group advising session with School of Aviation staff to plan your fall semester schedule and sign up for classes. All transfer students are required to attend Successfully Orienting Students (SOS), Auburn's one-day orientation program for incoming transfer students. SOS emphasizes university services, meeting with academic advisors, small group discussions on college student life led by upper-class student leaders, and registration for classes.

### **Incoming Professional Flight students:**

1. Must bring an original birth certificate (with the raised seal) and a government-issued photo identification or your current passport to Camp War Eagle/SOS. The Transportation Security Administration requires pilot schools to keep a copy on file for every student pilot.
2. Must obtain an FAA 1st Class Medical Certificate before classes begin. Students will not be allowed to register for a flight block without a current medical certificate.
3. Seeking advanced credit for pilot certification/rating should bring applicable FAA Airmen Certificate(s).

### **Equipment**

Auburn's flight training aircraft fleet comprises G1000-equipped Cessna 172SP Skyhawks and Piper PA-44 Seminoles. Advanced Aviation Training Devices (AATDs) include Precision Flight Controls DCX Max Flight simulators and a Frasca Mentor flight simulator. The Professional Flight capstone course uses a Flight Deck Solutions Airbus A320 Advanced Fixed Based Procedure Trainer.

Professional Flight students need the following equipment for flight lab courses: aviation headset, E6B flight computer, flight plotter, and aeronautical charts (paper or electronic), and instrument goggles. A Foreflight subscription discount is available for Professional Flight students.

### **Flight Fees**

Flight lab courses have an associated flight fee established by the School of Aviation prior to the start of the academic year. Flight fees cover aircraft, flight simulation, flight instructor, and FAA knowledge exam fees. The training hours and fees outlined in the [Auburn University Bulletin](#) are the minimum to complete a flight lab course. Students requiring additional instruction will incur additional flight lab fees. Unexpected large changes in fuel prices may necessitate the addition of a fuel surcharge for all training airplane usage.

### **Flight Block Schedules**

Flight blocks are assigned for flight lab courses on MWF or TRS during the Fall and Spring Semesters. Flight blocks are assigned M-F during the Summer Semester.

Flight block assignment is a competitive process, and university admission does not guarantee a flight block. Flight block progression is performance-based and failure to make satisfactory progress moves a student to the bottom of the waitlist with priority being given to those who have yet had the opportunity to progress.

Incoming freshmen will be assigned a flight block following the last Camp War Eagle session, based on Camp War Eagle registration date, cumulative GPA/class rank, standardized test scores, and completion of TSA security and FAA medical prerequisites.

Current students will be assigned flight blocks per the Auburn University Registration Schedule.

Flight labs are scheduled to be compatible with other student classes and activities. Flight training and flight-related activities are not a reason/excuse to be absent from academic classes. Flight schedulers will consult with students for additional availability to accommodate flight lessons requiring additional times or for conditions of flight reasons (i.e., a cross-country or night flight) or for stage check and end-of-course tests. Any student's decision to be available at a time that conflicts with another scheduled class is a decision made solely by the student.

### **Flight Lab Enrollment, Attendance, and Student Management**

Flight lab enrollment, attendance, and student management policies are outlined in the [Auburn University Bulletin](#) and Flight Operations Manual found in the Electronic Flight Bag (EFB).

### **Student Veterans**

The Alabama State Approving Agency (SAA) and the Department of Veterans Affairs (VA) have approved federal funding for Auburn University's Professional Flight and Aviation Management degree programs. Additional information regarding VA benefits is available in the [Auburn University Bulletin](#) and from the Auburn University Veterans Resource Center. Please contact them at (334) 844-8167, [veterans@auburn.edu](mailto:veterans@auburn.edu) or online at [veterans.auburn.edu](http://veterans.auburn.edu).

## **Student Organizations and Activities**

Students are encouraged to participate in the School of Aviation, College of Liberal Arts, and University organizations and activities.

### **Alpha Eta Rho, Gamma Chapter**

Alpha Eta Rho is a professional collegiate aviation fraternity founded in 1929 to bring together students that have a common interest in the field of aviation.

### **American Association of Airport Executives**

The American Association of Airport Executives student chapter program provides aspiring students interested in airport development, administration, and management with professional development opportunities.

### **Aviation Management and Business Organization**

The Aviation Management & Business Organization is designed to provide networking opportunities, student mentorship pathways, and engagement with students, professionals, and faculty within the industry. The organization is targeted to students who are interested in the business side of the aviation industry (aviation management, business, finance, engineering, supply chain, etc.)

### **Eta Mu Sigma National Honor Society**

The Eta Mu Sigma National Honor Society is established to recognize and honor those individuals in the Majors and Minors in the Aviation curriculum who have, through scholarship and outstanding achievement, been a credit to their college. The primary functions of the society are to stimulate and encourage professional development through high academic performance, develop spiritual and intellectual leadership skills among society members, and provide a medium of communication between individuals in the industry and members of the society. The mission of the Society is to promote service in the community.

### **The Ninety-Nines<sup>®</sup>, Aviatrixes Chapter**

The Ninety-Nines<sup>®</sup> is the International Organization of Women Pilots that promotes the advancement of aviation through education, scholarships, and mutual support while honoring our unique history and sharing our passion for flight.

### **Organization of Black Aerospace Professionals**

The Organization of Black Aerospace Professionals (OBAP) is a nonprofit founded in 1976 dedicated to the encouragement and advancement of minorities in aviation. Through youth, community, and professional education, OBAP creates successful pathways to the aerospace industry.

### **Professional Pilots of Tomorrow**

Professional Pilots of Tomorrow is a growing network of young professional pilots that provide a wide range of benefits to its members to help them succeed in training and beyond.

### **Striped Wings Aviation Ambassadors**

The Striped Wings Aviation Ambassadors passionately represent Auburn Aviation, promoting the aviation school's opportunities, recruiting prospective students, and effectively assisting in communications between students, faculty, and alumni. They participate in tours, career fairs, outreach programs, conferences, air shows, fly-ins, and other events that promote Auburn Aviation.

### **War Eagle Flying Team**

The War Eagle Flying Team is a nationally ranked competition flight squad that promotes aircraft ground knowledge, aircraft safety, precision pilot skills, and above all, encourages those who are passionate about aviation to further their flying skills.

### **Women in Aviation International, War Eagle Chapter**

Women in Aviation International is a nonprofit organization dedicated to providing networking, education, mentoring, and scholarship opportunities for women (and men) who are striving for challenging and fulfilling careers in the aviation and aerospace industries.

# **Student Awards**

## **Awards Committee**

All awards will be approved by the Awards Committee, which consists of at least five voting school members: 1) Faculty Member; 2) Faculty Member; 3) Staff Member; 4) Academic Advisor; and 5) Chief Flight Instructor or Designated Representative; and 6) School of Aviation Member (non-voting member).

## **Nominations for Awards**

Students being nominated and receiving awards must be in good order and standing with the University and display good character that is congruent with the values of Auburn University and have promise of aviation professional ability.

## **Voting**

The Awards Committee will meet once a semester to vote on nominated award candidates approximately one month prior to graduation. The Awards Committee will keep a record of the meeting in the school shared drive. Each award will be voted on using the given criteria, evaluation method, and eligibility for each award. The committee will update (if needed) and verify the awards information (Criteria, Evaluation, and Eligibility) in July for publication in the upcoming Academic Year Student Handbook.

## **Awards Ceremony**

The awards ceremony will be held once a year. The committee chair will coordinate at the beginning of the semester for a location and date for the awards ceremony.

## **Annual Awards**

Awarded in the Spring Semester.

The Awards Committee will collect nominations throughout the year. "Graduating seniors" are students who graduate within the current academic year. Students who graduate in the Summer semester and who are nominated for annual awards will be counted in the next academic year.

### **1. Robert Pitts Award – Most Outstanding Senior**

Criteria: Written nomination from a faculty member, community member, or student to the Awards Committee that discusses the student's leadership, academic performance, citizenship, character, and promise of professional ability.

Evaluation: Nominations will be rank ordered and voted upon by the Awards Committee.

Eligibility: Graduating Senior or student having graduated in the current academic year.

### **2. Aviation Leadership Award – Most Outstanding Participation in the University and Community**

Criteria: Written nomination from a faculty member, community member, or student to the Awards Committee that discusses the student's contributions to the University and community.

Evaluation: Nominations will be rank ordered and voted upon by the Awards Committee.

Eligibility: Graduating Senior or student having graduated in the current academic year.

### **3. Outstanding Airmanship Award**

Criteria: Student in the Professional Flight Program with the highest evaluation of flight skills and knowledge sent forward by the Chief or his representative.

Evaluation: Students will be evaluated on their overall academic performance, stage check and End of Course evaluation grades, and progression in the pro-flight curriculum.

Eligibility: Current pro-flight student or have graduated in the current academic year.

## **Faculty Awards**

Awarded in the Fall, Spring, and Summer Semesters.

### **1. Faculty Award, Professional Flight**

Criteria: Student in the Professional Flight program with the highest cumulative GPA as identified by the Academic Advisor at the end of each semester.

Evaluation: The Academic Advisor will identify and present eligible students to the Awards Committee.

Eligibility: Graduating senior in the semester in which the award is given.

### **2. Faculty Award, Aviation Management**

Criteria: Student in the Aviation Management program with the highest cumulative GPA as identified by the Academic Advisor at the end of each semester.

Evaluation: The Academic Advisor will identify and present eligible students to the Awards Committee.

Eligibility: Graduating senior in the semester in which the award is given.

## **Peer Award**

Awarded in the Fall and Spring Semesters.

### **1. Most Supportive Peer Award**

Criteria: Nomination from student peer survey with endorsement from a faculty member to the Awards Committee that describes outstanding support to fellow peers.

Evaluation: Nominations will be rank ordered and voted upon by the Awards Committee.

Eligibility: Any aviation student who is in the program in the current semester.

## **New Awards**

Suggestions for new awards are sent with Criteria, Evaluation, and Eligibility to the Committee and approved by the Awards Committee the semester prior to implementation into the Awards program and updated in the Student Handbook.

## **Advising**

A dedicated team of College of Liberal Arts aviation advisors advises Aviation Management and Professional Flight students. All School of Aviation students are encouraged to meet with the aviation advisor at least once each term prior to registration.

In accordance with College of Liberal Arts advising policy, students are required to meet with their advisor prior to registration if they meet one of the following:

- First semester in residence at Auburn
- <2.0 overall GPA
- Greater than 90 total hours (Graduation Check)
- Other reasons, as deemed by the College of Liberal Arts

Appointments are offered at both the Delta Air Lines Aviation Education Building and the College of Liberal Arts Students Services Office (321 Tichenor Hall). Students can make advising appointments through Advise Assist (wise owl icon) in AU Access by first selecting Academic Advising and then your location of choice.

## **Internship and Cooperative Education (Co-Op) Opportunities**

Internships and co-ops are an excellent way to combine your education with practical work experience in industry, business, and government. Students can earn up to six credit hours for an internship by enrolling in AVMG 4920. Co-ops are coordinated through the [Auburn University Career Center](#). Students should take AVMG 2810 during their sophomore year to best prepare for internship opportunities. Professional Flight students should coordinate internship plans with the Chief Flight Instructor to minimize flight education disruptions.

## **Scholarships**

Academic scholarships internal to Auburn University are available to aviation students and must be applied for through the Auburn University Scholarship Opportunity Manager (AUSOM). Information regarding scholarship application processes, deadlines, etc., is available through AUSOM. Scholarships external to Auburn University may be posted on the School of Aviation Canvas Administration page.

## Airport Transportation

Students are responsible for arranging their transportation to and from the main university campus to the Delta Air Lines Aviation Education Building (355 Aviation Way, Auburn, AL 36830). Transportation between the main campus and the Delta Air Lines Aviation Education Building is available Monday – Saturday, per the following schedule:

- Monday – Friday, 7 am – 6 pm (7 am – 5 pm during summer): [Tiger Transit East Glen route](#)
- Monday – Friday, 6 pm – 7 am: [Auburn University Department of Campus Safety and Security Night Security Shuttle Service](#)
- Saturday – during flight hours: School of Aviation shuttle (student requesting this service must pre-coordinate with flight dispatch no later than three days prior to pick up). NOTE: Flight Blocks are not scheduled on Saturdays during the summertime, so Saturday transportation is not available.

## Dress and Appearance Guidelines

Aviation employers establish dress and appearance guidelines for their employees, who in turn reflect their business. Professionalism is essential to success in aviation. Students should dress neatly at all times while in the Delta Air Lines Aviation Education Building and during classes on campus. Clothing should be neat and clean and project a tidy appearance. Additional dress requirements may be necessary for guest speakers.

Care should be taken not to wear clothing that might be deemed inappropriate for an aviation professional. Garments that are revealing or may be considered offensive or lewd are prohibited. The Flight Operations Manual has the complete dress code for flight lab activities.