



# Professional Flight Parent & Family Manual

*updated 7/2023*

## Welcome to Auburn Aviation!

*The information contained in this handbook is designed to share information with parents and family members of Professional Flight students.*

## Family Education Rights & Privacy Act

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment or FERPA) is a Federal law that protects the privacy of student education records. The Act provides the following rights to students:

- Students have the right to inspect and access their educational records.
- Students have the opportunity to have the records amended.
- Students have some control over the disclosure of information from their records.

The intent of the legislation is to protect the rights of students and ensure the privacy and accuracy of student records. The act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

Examples of Educational Records:

Student Grade Records

Student Account Records Transcripts

Financial Aid Records (this includes flight billing)

Admission Application Records

**All Professional Flight students will have the opportunity to complete a FERPA waiver at the safety meeting or may e-mail their Academic Advisor to obtain a copy.**

## Professional Flight Administration

Professional Flight is comprised of a staff of experienced aviation professionals dedicated to ensuring that students receive the best aviation education possible. The Department Head, Chief Instructor, Assistant Chief Instructor(s), Supervisor Flight Instructors, Flight Instructors, Flight Operations Coordinator, Flight Scheduling, Flight Dispatchers, and Fleet Maintenance personnel are all here to assist you in achieving your aviation education goals.

<b>Title</b>	<b>Name</b>	<b>Office Location</b>
Director, School of Aviation & Delta Air Lines Endowed Professor	Dr. James Witte	Terminal Building 2 <sup>nd</sup> floor
Program Coordinator & Delta Air Lines Assistant Professor	Dr. James Birdsong	Terminal Building 2 <sup>nd</sup> floor
Chief Flight Instructor	Wayne Ceynowa	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Assistant Chief Flight Instructor	Bart Nelson	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Assistant Chief Flight Instructor	Joshua McEwen	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Assistant Chief Flight Instructor	Joshua Hovey	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Manager of Safety and Training	Keith Williams	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Flight Operations Coordinator	Ellen Brooks	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Academic Advisor	Aubrey Holladay	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Academic Advisor	Meredith Hovey	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor
Flight Operations Support (Documents/Records)	Amber Thackerson	Delta Air Lines Aviation Education Building 2 <sup>nd</sup> floor

The **Assistant Chief Flight Instructors** are responsible for overseeing student progress and working with the flight instructors to ensure that students are making satisfactory progress in their course, and assisting the flight instructors in resolving any issues that may be encountered.

**Flight Instructors** are responsible for providing the training, guidance, and mentoring necessary to achieve pilot certifications, and instilling the discipline necessary for ensuring that students conduct all flight operations to the highest level of safety possible. Throughout students' Professional Flight experiences, they are encouraged to speak with their flight instructors to answer any questions they may have, or resolve any issues. If the flight instructor is not able to assist the student, they are encouraged to speak with their flight instructor's supervisor to resolve your question or issue (see table below).

**Help or Action**

The following is provided to assist the student in the event they are unsure of who to see as the primary point of contact to address a question, issue, or concern:

Add/Drop Flight Course for Current Semester .....	Aviation Academic Advisor
Aeronautical Knowledge (Written) Test .....	War Eagle Testing Center
Flight Safety Concerns, Safety Suggestions .....	Manager of Safety & Training
Flight Account .....	Flight Operations Coordinator
Grade, Final Course Grade (AVMF).....	Chief Instructor
Grade, Final Course Grade (AVMG).....	Department Head
Grounding .....	Chief Instructor
Help! No One's Listening .....	Program Coordinator
Instructor Assignment .....	Assistant Chief Flight Instructor
Instructor Change Request .....	Assistant Chief Flight Instructor
Report a Hazard/Accident/Incident.....	Assistant Chief Flight Instructor, Chief Instructor

# School of Aviation – Professional Flight

## Mission

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 Education 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.

## Curriculum in Professional Flight

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.

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, Certified Flight Instructor (CFI), CFI with Instrument Rating, and Multi-Engine Instructor (MEI). One advanced pilot or flight instructor certification/rating **MUST** be completed at Auburn 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.

## [Professional Flight Curriculum Model](#)

## **Student Learning Outcomes**

Students graduating from the Professional Flight degree, 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.

## **Academic Standards**

Professional Flight students must earn a grade of at least C or better in all courses in the major and maintain a minimum 2.70 institutional GPA. The Professional Flight curriculum is designed for 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 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, as well as the knowledge and skills required to exercise the flight privileges associated with the certificate. To receive advanced standing credit for pilot certification/rating earned elsewhere, a student must pass a 25-question general knowledge written exam administered by his/her 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 prior to matriculation to Auburn University.

### **NOTE:**

Per the FAA, academic credit and flight training completed outside of Auburn University may not count toward the [Restricted Airline Transports Pilot \(R-ATP\) certificate requirements.](#)

# Flight Operations

## Required Documentation

All Professional Flight students are required to present the following documentation in person to Professional Flight to participate in flight training. Documents may be scanned at the Delta Air Lines Aviation Education Building. New students are encouraged to bring documentation to Camp War Eagle (Freshmen Orientation) or to SOS (Transfer Orientation).

1. Proof of US Citizenship (one from list)
  - Original Birth Certificate (with raised seal or other appropriate way to designate 'original')
  - Valid passport
2. FAA 1<sup>st</sup> Class Medical Certificate
3. Government Issued Identification (Driver's License)
4. FAA Airmen Certificate(s) – if applicable

## Equipment

Auburn's flight training aircraft fleet consists of 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. A Flight Deck Solutions Airbus A320 Advanced Fixed Base Procedure training is used for the Professional Flight Capstone course.

Professional Flight students need the following equipment for the 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 Block Schedules

Flight blocks are assigned for flight lab courses on MWF or TRS during the fall or spring terms. Flight blocks are assigned M-F during the summer term.

Current students (returning and transfer) select flight blocks based on their academic schedule per the [Auburn University Registration Schedule](#).

Incoming freshmen select flight blocks based on their academic schedule following the last Camp War Eagle session and upon completion of TSA security and FAA medical pre-requisites.



Flight labs are scheduled to be compatible with other student classes. All students are responsible for their own academic schedule and assigned block. If a student adjusts their academic schedule, and, therefore needs a flight block adjustment, it is their responsibility to notify Professional Flight as soon as possible. Professional Flight recommends one hour of travel time to and from the Delta Air Lines Aviation Education Building.

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.

### **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.

Per the Flight Operations Manual (FOM), during all flight lab activities, the following dress code applies:

- a) Sleeved shirts must fully cover the torso and stomach area (unusually thin or open weave fabrics are not acceptable);
- b) Pants must be appropriate for a professional environment. No shorts, dresses, or skirts;
- c) Shoes must be closed-toe and socks must be worn;
- d) When current or forecast weather conditions warrant, suitable outerwear must be worn or available;
- e) No hats may be worn during the operation of the aircraft;
- f) Fingernail length may not inhibit the manipulation of aircraft knobs, switches, soft-keys, etc.;
- g) Hair must be sufficiently contained to prevent interference with collision avoidance and scanning, or any other safety-related issue;
- h) Attention must be given to personal hygiene to include wearing clean clothing, being free of body odor or excessive cologne or perfume, aftershave, or tobacco odor, and having a clean face, hands, and fingernails;
- i) Stage checks require business casual attire (Polo and dress pants at a minimum).

### **Instructors**

Each student will be assigned an instructor each term. While it is a goal for the student to have the same instructor for the entire term, Professional Flight reserves the right to adjust instructors based on resources.

## **Flight Lab Incompletes**

Flight Instruction Labs are designed to be completed within a designated term. Student progression, however, is subject to both uncontrollable factors (weather, aircraft maintenance, and flight instructor availability) and controllable factors (student performance.) In order to showcase a student's Standards of Progress, a grade is assigned at the completion of the term, regardless of if the student has successfully finished the course. A grade of "NR" (Not Recorded) is assigned to the course if the student has not completed the course by the end of the assigned term. Students need one registration per flight course.

If the student has not completed the Flight Instruction Lab by the end of the registered term, they may continue flying for course completion. Planned training hours and fees for each Flight Instruction Lab are based on the FAA-approved Training Course Outline (TCO). Students requiring additional instruction beyond those hours listed in the TCO will incur additional flight instruction lab fees that exceed the minimum required to complete the course. Once the student has completed the course, the AU Professional Flight Department will follow Auburn University's [Grade Change Policy](#), changing the "NR" grade to the applicable letter grade.

## **Safety Meeting**

A mandatory Safety Meeting is held every term (fall, spring, and summer) on the evening of the first day of class. Times and locations are announced prior to the meeting. Attendance is required to fly during that term.

## **Airport Transportation**

Students are responsible for arranging their transportation to and from the main university campus to the Delta Air Lines Aviation Education Building. Transportation between the main campus and the Delta Air Lines Aviation Education Building is available via the following:

### **Tiger Transit**

- Monday – Friday, 7am-8pm (7am-5pm during summer)

### **Auburn University Department of Campus Safety and Security Night Shuttle**

- Monday – Friday, 8pm-7am

### **Saturday Shuttle**

- Saturday – during flight hours, School of Aviation Shuttle. Students must coordinate with flight dispatch no later than three days prior to pick-up. **NOTE:** Flight blocks are not scheduled on Saturday in the summer term, therefore there is no shuttle.

# Flight Lab Fees & Billing

## Flight Lab 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 the flight lab course. Students requiring additional instruction will incur additional flight lab fees. Unexpected large changes in fuel prices may necessitate the additional of a fuel surcharge for all training airplane usage.

## Billing

Students are billed monthly through their Auburn University eBill for all flight-related activities. Please note that individual charges are not itemized on the eBill.

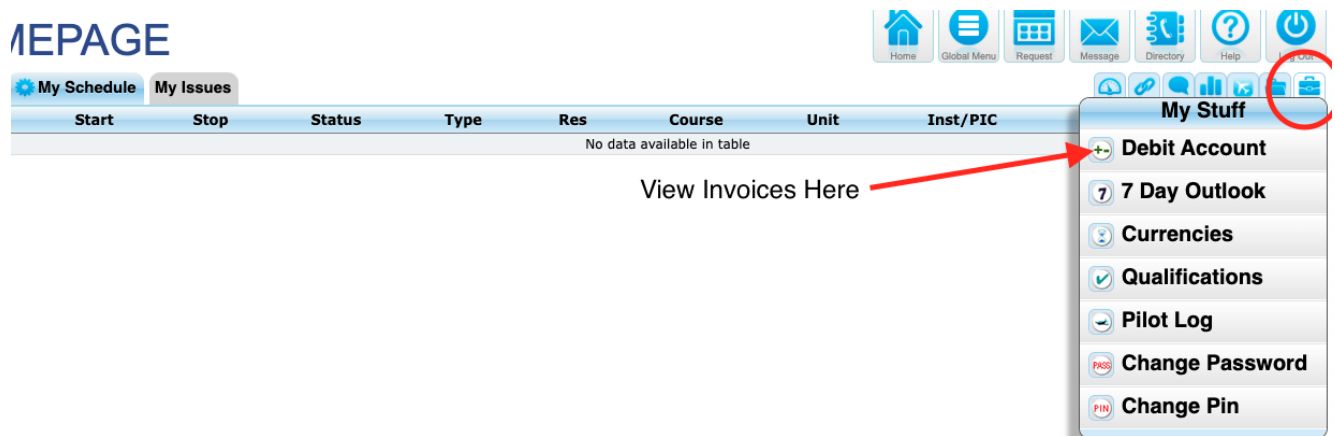
## Repeated/Review Activities

Repeated or review flight activities are billed at the same rate as all other flight activities at the student's expense.

## Individual Invoices

Students may use Talon (ETA) to review invoices for each flight activity and share information with parents and family members. Only students have access to Talon (ETA).

- Student logs-in to Talon
- Hover over the brief case logo on the far right
- Click on "Debit Account"



## **eBill/Payment**

Students are encouraged to [add their parent or family members as an authorized user](#) to their eBill account. Flight charges are sent to the eBill monthly as a lump sum for all activities completed that month.

To grant access, students must:

1. Log in to AU Access
2. Select the My Finances Tab
3. Select the eBill logo
4. In the right-hand column, you will see "Authorized Users". Students are permitted to add as many authorized users as necessary and can provide as much access to their student financial records as they see fit.

Student Financial Services is able to release some student education records (including billing and payment records such as the student tuition bill, payment history, or tax information) to parents/guardians with the written consent of the student by way of setting them up as Authorized Users. Please note that neither Student Financial Services nor Professional Flight is authorized to add or edit authorized user information. Furthermore, authorized users for billing and payment purposes are not granted access to enrollment records, grades, financial aid information or other student records.

To view E-Bill Charges as an Authorized User:

- Visit [ebill.auburn.edu](http://ebill.auburn.edu)
- Login to account

Click on “View Activity”

The screenshot shows the Auburn University eBill portal interface. At the top, there are links for "Make Payment" and "Help". The main content area is divided into several sections:

- Student Account:** Shows the account ID as "xxxxx7818" and a balance of "\$16,891.11". A red circle highlights the "View Activity" button.
- Statements:** Lists the latest eBill Statement (12/15/21) for \$17,491.11 and the latest 1098-T Tax statement (2020 1098-T Statement).
- Tuition Protection Purchase:** Includes a notice about adding tuition protection and a contact number (877-794-6603).
- My Profile Setup:** Lists various settings such as Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements, and Auto Bill Pay.

On the left side, there is a sidebar with text regarding payment processing fees and other account-related information.

Click on “Term” of choice to view charges (all flight related activities that month)

The screenshot shows the "Account Activity" page. At the top, there are options to "Expand All", "Print", "Excel", and "PDF". Below this, there is a filter for "Full account activity" and a "View Activity" button. The main content is a table showing the "Student Account Balance" of \$16,891.11, broken down by term:

- Spring 2022: \$258.34
- Fall 2021: \$3,139.22
- Summer 2021: \$13,493.55 (highlighted with a red arrow and the text "Click Term")

Below the term breakdown, there is a table of "Account Activity" for the Summer 2021 term. The table has columns for Description, Code, Date, Charges, and Credits/Anticipated Credits. A red arrow points to the "Flight July 2021" entry, with the text "Flight Charges" next to it.

Description	Code	Date	Charges	Credits/Anticipated Credits
Flight July 2021	AV04	9/15/21	\$5,804.00	--
Check Payment	9000	8/16/21	--	\$93.95
Flight June 2021	AV04	7/30/21	\$5,155.90	--
Flight May 2021	AV04	7/7/21	\$3,067.60	--
Refund of Credit Balance	RFNC	6/21/21	\$862.15	--
BKSTR ALL ACCESS MATH1680	BK52	6/3/21	\$89.95	--
BKSTR ALL ACCESS SCMH1011	BK52	6/3/21	\$38.50	--
BKSTR ALL ACCESS SCMH1010	BK52	6/3/21	\$45.50	--
Check Payment	9000	6/3/21	--	\$5,000.00
AU Employee Dependent Waiver	6413	5/24/21	--	\$210.00
Electronic Check Payment	9029	5/11/21	--	\$5,000.00
AU Employee Dependent Waiver	6413	4/15/21	--	\$2,310.00
Tuition			\$5,680.00	--
<b>Total Charges:</b>			<b>\$20,743.60</b>	
<b>Total Credits/Anticipated Credits:</b>				<b>\$12,613.95</b>
<b>Term Balance:</b>				<b>\$13,493.55</b>
<b>Term Balance Including Estimated Aid:</b>				<b>\$13,493.55</b>

# Attendance Policy

## Absences

Flight blocks are treated like any other academic class and attendance is expected. Absence notifications must be made 3 days in advance, and the [absence notification form](#) must be used. The form is available on the [School of Aviation website under Current Students](#). It is the responsibility of the student to follow up with Professional Flight to see if the absence has been excused. Please see the [Auburn University Bulletin](#) for a list of excusable absences.

Students should familiarize themselves with the [Auburn University Academic Calendar](#) each semester.

## No-Show Policy

A no-show charge is applied to any unexcused absence without 3 days notice. No show charges are as follows: \$200 for a dual flight lesson, \$125 for solo flight lesson, \$100 for a dual ground lesson.

A final grade penalty of 5 points may be deducted for unexcused absences and unexcused no-show absences.

## **Student Resources**

### **Degree Works**

Auburn [DegreeWorks](#) is an online program that compares your academic achievement to your major requirements as found in the Auburn Bulletin. You can use it to track your academic progress toward a degree, review the requirements you have satisfied, and plan the courses you can take to complete your remaining requirements.

### **Academic Support**

If students have any concerns about their academic progress, it is highly recommended they schedule a time to meet with their advisor as soon as possible through [Advise Assist](#).

The advisors can assist in referrals to [Academic Support](#), the [Office of Accessibility](#), or other campus resources.

### **Scholarships**

Students should make themselves aware of undergraduate scholarship opportunities. Information regarding scholarship application processes, dates, etc. is available on the university scholarship page. University scholarship applications are due through AUSOM by February 1st each year. A list of public scholarships for aviation students is available through ALPA's Cleared to Dream website (<http://clearedtodream.org>). Faculty and staff will forward additional scholarship notices received from industry to students via email.

### **Financial Aid**

[Student Financial Services](#) can provide additional support for student funding, including financial aid. Students needing additional financial support should reach out to Student Financial Services directly for support. If a student needs an updated Cost of Attendance, please contact the Chief Flight Instructor and include your student identification number so that the request may be started.

### **GI Bill/Veteran's Benefits**

Students planning to use benefits should contact the Auburn Veteran's 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).

## **Internships and Co-Ops**

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. Internship opportunities are shared via Aviation Faculty & Staff and may also be on Handshake, a tool provided by the University Career Center.

If you are seeking an internship and participate in a flight training, it is strongly recommended you meet with the Chief Flight Instructor prior to internship acceptance to understand what impact the internship could have on your flight training and training progress, flight course grade, and graduation projection.

## **Dean's List**

The name of every eligible student who meets certain scholastic requirements for a given semester is placed on a list prepared for the dean of the student's college or school. This honor is also noted in the student's permanent record.

To meet Auburn University's requirements for inclusion on the dean's list, the student must be enrolled for 12 credit hours exclusive of any S-U option courses, pass all courses attempted for the semester, have no D grades that term, and earn a GPA of at least 3.75 (on the 4.00 system). All grades, including those excluded by the grade adjustment/course repeat policy, are used for determining academic honors.

Professional Flight students who end the term with an NR grade are not eligible for the Dean's List, however, once a final A-F grade has been entered, the student may send a request to their Academic Advisor to have the designation added if they meet the above requirements.