

ARIZONA STATE UNIVERSITY
IRA A. FULTON SCHOOLS OF ENGINEERING
THE POLYTECHNIC SCHOOL
AVIATION PROGRAMS
STUDENT INFORMATION HANDBOOK
Updated October 2021

The following information is provided to help Aviation Program students in The Polytechnic School better understand their academic program and to outline the academic and flying procedures at Arizona State University (ASU). While the reading and compliance with this document is mandatory for all Aviation Programs students; all students enrolled in any Polytechnic School academic/flight program/concentration or course in the Aviation Programs must also adhere to its provisions. It is also being published for the interest of parents, other academic departments, faculty, and accreditation agencies. Copies are available for reference in the Aviation Programs office.

I. INTRODUCTION

This handbook contains important information for Bachelor of Science (BS) students in the Air Transportation Management, Professional Flight, Air Traffic Management, and Unmanned Aerial Systems (UAS) concentrations. Much of this information may also be of interest to Bachelor of Applied Science students in the Aviation concentration as well as graduate students in the Master of Science in Technology in the Aviation Management and Human Factors program. Some of the general information will be emphasized in The ASU Learning Experience (ASU 101) course and is considered essential for your success in your aviation program. Good luck and we wish you much success while at ASU.

II. GENERAL INFORMATION

The mission of the Aviation Programs in The Polytechnic School is to produce educated and disciplined aviation professionals who are equipped to enter the aviation industry and contribute skill, knowledge, integrity, and professionalism to the success and advancement of the industry. The aviation industry is founded on discipline and safety. Safe operations are the aggregate result of skill, knowledge, attitude, behavior, and strict adherence to a complex body of regulations—they are not simply the product of following procedures. Decisions and actions taken in any part of the industry ultimately impact safety. Accordingly, The Polytechnic School expects aviation students in all aviation degree programs to adopt the standards of conduct and behavior defined by the programs office and observed by the faculty. Examples of these standards include:

Dress and Personal Hygiene: Pilots, mechanics, flight attendants, air traffic controllers, hourly employees, administrative, and management personnel in the aviation industry comply with specific dress and grooming standards. These practices promote safety by strengthening professional attitudes, addressing important human interfaces with equipment, and have a significant impact on public confidence. These habits begin in the Aviation Programs in The Polytechnic School. Students are expected to present themselves for classes dressed and groomed neatly, in a manner similar to employment that requires neat and clean casual dress. Students are expected to dress appropriately for flight training sessions, as specified in the Airline Transport Professionals (ATP) handbook.

Punctuality: Students are expected to appear on time for classes and flight training sessions, and to submit all assignments on time. Aviation firms have virtually no tolerance for lateness. Flight crew members or other operations personnel who are not on time for work generate millions of dollars in system ripple-effect costs, and their employment typically terminated on the second offense.

Honesty and Integrity: True professionals are impeccably honest with themselves and with others. Failure to acknowledge an incapacitation or defect, failure to report an infraction, failure to abide by rules or required procedures, all have a detrimental effect on safety. Students are expected to comply strictly with federal, state, and local laws, and with regulations and policies of ASU and The Polytechnic School. Violations of

traffic or criminal laws, Federal Aviation Administration (FAA) regulations, or ethical infractions can result in removal from the Aviation Programs. Cheating on tests or assignments will not be tolerated. Aviation safety begins with strict adherence to a comprehensive and complex body of rules and regulations. Inappropriate deviation from these rules and regulations threatens human life. Any student conduct or behavior that is considered detrimental to flight safety will be considered by the aviation program faculty and ATP as grounds for dismissal.

Ethical Conduct: Conduct or spoken remarks that are derogatory, degrading, disrespectful, or otherwise inappropriate with respect to race, color, gender, ethnicity, national origin, citizenship, sexual preference or identity, religion, physical appearance, or other matters of personal identity or values, or the use of offensive language, will not be tolerated. It will be considered as harassment and grounds for dismissal. Individuals from all races, genders, and ethnic backgrounds are represented among those considered to have been the best pilots and aviation professionals in history. Disrespect of this kind is considered a symptom of profound ignorance, and to create a hostile, non-collaborative environment that detracts from learning and from safety.

All students should review the following web sites for policy information concerning student conduct, Academic Integrity, Student Code of Conduct, and additional assistance in other related areas.

- <https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf>
- <https://eoss.asu.edu/dos/srr>
- <http://poly.engineering.asu.edu/aviation/>

Students are advised that known illegal use/arrest for alcohol and drug offenses will be grounds for suspension from the program pending a formal investigation. Conviction by the judicial system may disqualify them from further participation in the Aviation Programs, at The Polytechnic School.

The Aviation Accreditation Board International (AABI), 3410 Skyway Drive, Auburn AL 36830-6444, has accredited the Air Transportation Management, Air Traffic Management, and the Professional Flight concentrations under the Aeronautical Management Technology Bachelor of Science degree.

Cell phone use is not permitted during classes or laboratory sessions; students must turn off or silent all cell phones, and communication devices before entering the classroom or laboratory environment.

If a student experiences problems in an academic course, the instructor may (a) suggest that the student spend more time on out of class work on the specific course or (b) suggest the student seek additional assistance at either the aviation tutoring lab or the Student Success Center. Free tutoring services, on a walk-in or appointment basis, are available for a number of subjects. For more information or to make an appointment, call (480) 727-1452. See <https://tutoring.asu.edu/> for more information.

The Aviation Flight Program is designed to meet the needs of students in the Professional Flight area of concentration. ATP is under contract to ASU, to provide flight-training services. Each aviation student who flies must be registered in the appropriate Flight Operations & Safety course.

III. GRADES

All AMT students (majors) must earn a minimum of C in all degree related courses. ASU and Ira A. Fulton Schools of Engineering standards apply to any courses taken outside the Aviation Programs.

IV. TRANSFER CREDIT

All students desiring to transfer academic credit to ASU must follow the procedures outlined in the current ASU *General Catalog*. If the course has been accepted for general education credit by ASU and the Academic Advisement Coordinator at The Polytechnic School, the course will be automatically added to the student's program of study. If

the credit is for an aviation course, the student must submit a copy of the catalog description and course syllabus from the transferring institution to an academic advisor.

If approved by the advisor, the request is forwarded to The Polytechnic School Aviation Program Chair for approval. If approved by the chair, the request will be forwarded to The Polytechnic School Advising office for approval and entry to the student's transcript.

Transfer students entering the program who have already acquired flight training will have their previous academic courses evaluated on a case-by-case basis. ASU does not accept "Life Experience" credit; in accordance with this policy, no academic credit will be given to those students holding any certificate or rating earned without college/academic credit.

V. INTERNSHIPS

All students in the Aviation Programs, The Polytechnic School must participate in an internship experience. Students must have the approval (using the appropriate application form) of the internship faculty sponsor and The Polytechnic School Aviation Program Chair before attempting to enroll in the AMT/ATC 484 – Aeronautical Internship course. ASU requires that a formal agreement exist between the university and the organization offering the internship before a student may enroll in the Aeronautical Internship course.

In order to receive credit for an internship a student MUST register, participate, and submit the required reports and other information required by the syllabus, all in the same semester. NO credit will be given for any internship activity that was performed in a previous semester before the student was properly registered for the internship class.

Only six hours of internship credit may be used to meet graduation requirements. Internships are generally very helpful in securing employment after graduation. Students are responsible for following all ASU and Ira. A Fulton Schools of Engineering requirements when participating in internship courses.

Students should attempt to take required courses following the appropriate curriculum Major Map. A number of courses are only offered on a fall or spring schedule. The program will not be responsible for offering these courses out of sequence or for offering these courses for one or two students.

VI. STUDENT ORGANIZATIONS

Recognized student organizations are Alpha Eta Rho, American Association of Airport Executives (AAAE), Women in Aviation International, and the Student Advisory Council (SAC). Student Leaders and Faculty Advisors are responsible to ensure that all university, college, and department policies and regulations are followed in the conduct of organization business. Student Leaders and Faculty Advisors will avoid conflict of interest situations when representing the student organizations. Organizations must maintain their status as recognized student organizations with the ASU Polytechnic campus Office of Student Affairs. All student organizations are required to hold public elections for leadership positions. Meeting notices will be approved by the Faculty Advisor and posted at least 24 hours prior to the meeting. All student organizations will develop bylaws and all bylaws will be submitted for approval to the Aviation Program Chair. The following reports must be submitted to the Aviation Program Chair; (a) report of election of officers, (b) minutes from all organizational meetings and executive sessions, and (c) an annual report of activities to include an annual income statement and balance sheet signed by the faculty advisor.

Students interested in joining the Alpha Eta Rho International Aviation Fraternity, the AAAE, or Women in Aviation International, should watch for announcements in Simulator Building and hallway bulletin boards. Women in Aviation International, Alpha Eta Rho and AAAE are professional aviation organizations, which assist all students in attaining aviation career goals.

VII. STUDENT E-MAIL ACCOUNTS

All Aviation Program students are required to activate and maintain their ASU e-mail account within one (1) week of enrolling in classes at ASU. Students shall maintain a current address, telephone number to provide for better communication within the Aviation Programs.

VIII. CLASS ATTENDANCE

Students are expected to attend all scheduled classes. Each instructor will inform students of the consequences of absences from class. Students who expect to be absent from classes should confer with their instructors prior to the absence. The Flight Operations & Safety lecture is on Tuesdays. Students are required to attend this class. The Flight Training activity with ATP is considered a scheduled lab class activity for the Flight Operations and Safety Course. Absences from either the lab or flight safety ground lecture classes will be treated the same as missing any ASU academic class. Flight training activities are not a legitimate reason to miss academic classes.

IX. PUNCTUALITY

Students are expected to be punctual in class attendance, submission of classroom assignments, making flights and flight simulator scheduled events.

X. DEVIATIONS FROM THE PRESCRIBED DEGREE PROGRAM

Once Aviation Program students have started a program they will normally take the prescribed ASU courses according to the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Occasionally special circumstances may dictate deviations from the prescribed syllabus. Any deviation from the suggested course flow may cause a delay in completion of graduation requirements.

XI. TECHNICAL ELECTIVES

Technical electives must support the student's academic program. Generally, technical elective courses will be upper division and offered by one of the programs in The Polytechnic School.

XII. INCOMPLETE GRADES

The requirements for each course are detailed in the course description. Avoid incomplete grades "I" by satisfying course requirements. Incomplete grade report forms will be sent to the Registrar in only those cases where sincere attempts have been made to complete courses. Incomplete grades should be completed the next regular semester (summer school not included). If not completed within one year, all incomplete grades are automatically changed to a grade of "E" (failing). Courses which have the option of assigning a grade of "Z" are not eligible for incomplete grades.

XIII. FLIGHT INSTRUCTION

ASU, through a contractual agreement with ATP, provides flight training focused on both preparation to be a flight instructor and also airline crew procedures. ATP is approved for training by the University and operates a mix of aircraft types.

An altitude chamber, a Flight Simulation Training Device (FSTD) and a variety of other flight training devices enable students to acquire the knowledge and skills needed for a successful career in the air transportation industry.

Flight operations are conducted at Phoenix-Mesa-Gateway Airport. The airport is owned by the City of Mesa, the City of Gilbert, the Town of Queen Creek and the Gila River Indian Community with support from the City of Phoenix.

To be eligible for flight instruction, a student must:

1. be enrolled in ASU;
2. be accepted into the Professional Flight concentration by the Aviation Program Admissions Committee; in order to be accepted into the Professional Flight concentration a prospective student must submit a valid/current First Class FAA medical certificate and student pilot certificate or greater certificate, a statement describing any pilot certificates or ratings currently held, and citizenship documentation

satisfactory to the Transportation Security Administration (TSA). See the Secondary Application web page at <http://poly.engineering.asu.edu/aviation/professional-flight-bs/secondary-application-process/> for more information;

3. any alcohol and/or drug abuse, violation, or other convictions may eliminate a prospective student from consideration for admission to the Professional Flight concentration. Drug testing is mandatory by the FAA under certain circumstances;
4. be enrolled in the appropriate Flight Operations and Safety course;
5. meet the appropriate prerequisite requirements;
6. sign appropriate waivers, approvals, and consent of the student; or the waiver, approval, and consent of the student's parents or guardian in the event that the student is under 18 years of age. The ASU Aviation Program and ATP shall mutually approve forms for such agreements;
7. pass and maintain the appropriate medical certificate. Minimum requirement will be a valid/current Class I medical upon initial application and prior to registration/enrollment.
8. Note: All students who are not U.S. citizens must meet all TSA clearance requirements before being admitted into the Professional Flight concentration with full professional status. For information of the TSA Alien Flight Student Program, please contact us at (480)727-1021 or via e-mail at aerotech@asu.edu. International students should be aware that they may encounter difficulty in converting their student visa to a work permit, and therefore may not be able to find employment with a U.S. air carrier following graduation. International students also are advised that all certificates and ratings are under FAA certification and may not be accepted by the aviation authority in their home country.

Any flight student who violates student handbook policies, published flight training policies or whose performance compromises flight safety will be barred from participating in any further flight activities, pending an investigation. Anyone (faculty, student, flight instructor, dispatcher, maintenance personnel, etc.) who becomes aware of such an incident MUST immediately notify the ASU Flight Operations and Safety Coordinator as well as the appropriate local ATP management by the most expeditious method possible, with additional written details provided as soon as possible. Any confirmed incidences of criminal activity or suspected alcohol and/or drug abuse are particularly critical due to safety concerns. We have an obligation to be especially vigilant to any situations that could lead to safety concerns.

Student conduct allegations or violations will be evaluated via a hearing by a board appointed by the Aviation Program Chair. As a minimum, the board will consist of two ATP representatives, two ASU representatives, and the Aviation Program Chair. Flight-related activities may be suspended for the student or students involved pending the outcome of the board hearing. Depending upon the outcome of the hearing, the student may be: (1) returned to full flight status, (2) disqualified from further flight instruction in the program and/or (3) receive unsatisfactory grades in ASU courses relating to the flight activity.

Professional Flight students registering for flight courses must attend the appropriate Flight Operations & Safety class.

Students may not fly as pilot-in-command (PIC) of any ASU training flight carrying passengers unless an ATP instructor pilot occupies a position with access to aircraft controls and the flight is conducted in accordance with all applicable federal laws and regulations. Furthermore, students will not be allowed to rent, lease, or use ATP aircraft for any purpose other than flight training and/or to maintain proficiency between training modules.

XIV. FLIGHT INSTRUCTOR ASSIGNMENT & FLIGHT SCHEDULING

The ATP Chief Flight Instructor will decide with the initial assignment of all new students to a specific flight instructor based upon a review of the information provided by the student and considering the available student/instructor schedule as identified by the student's indicated availability. If a student's instructor leaves ATP or other extenuating circumstances requiring re-assignment, the same process will be used.

To afford optimum continuity and knowledge retention, and therefore lower program costs, Professional Flight students are required to fly three times per calendar week. The minimum acceptable flights per month are twelve (12) times. Students are encouraged to fly more frequently. Cancellations will only be allowed for University excused

reasons. Cancellations are expected to be made up in a timely manner. If a flight is cancelled due to maintenance or weather (dual flights only), then some other activity should be scheduled in place of the flight (ground or FTD). Students who accumulate three unexcused cancellations within a semester will be removed from flight training for the remainder of the semester. Also as noted in the syllabus, excessive or unexcused cancellations or absences may result in course failure.

A student's flight schedule is determined by the coordination of the student and flight instructor's availability. Students are responsible for updating their availability and monitoring their flight schedules regularly until all flight training has been completed. In order for a flight student to complete their flight training in a timely manner, they are advised to prioritize flight training over work and other extra-curricular activities. Failure to do so will delay a student's progress as well as potentially affect his or her Flight Operations and Safety course grades.

XV. STUDENT PROGRESS AND THE ASU / ATP FLIGHT EVALUATION / TRENDS MEETING

The ASU/ATP Flight Evaluation / Trends Committee consists as a minimum, of one ATP representative, one ASU representative, and the Aviation Program Chair, as necessary. The Flight Evaluation / Trends Committee meets weekly to discuss individual flight student progress, issues, or concerns.

A student must successfully pass all FAA Part 141 evaluations in order to qualify for the restricted Airline Transport Pilot minimums of 1000 hours. If a student is unsuccessful in 3 attempts of the ground knowledge portion or 3 attempts of the flight evaluations, the student will be removed from the FAA Part 141 program. The student may then have the option to resume flight training under the FAA Part 61 rules.

XVI. COSTS & PAYMENT OF FLIGHT FEES

The costs of flight training are not included in ASU tuition and fees paid to the University, but are additional and paid directly to ATP. Cost sheets are available from the Aviation Programs office and on the web site at <https://poly.engineering.asu.edu/aviation/professional-flight-bs/> Any differences between estimated costs and actual costs are the responsibility of the student. Due to variables in student progress, flight expenses may vary. All flight fees must be paid in advance of flying, in accordance with ATP policies. Financial Aid representatives are available for consultation in the Student Affairs Office on the ASU Polytechnic campus. Any questions concerning payments should be directed to ATP.

XVII. INSURANCE

Flying in general aviation today is as safe as any other form of transportation. Nevertheless, additional insurance is recommended for AMT students. For insurance/liability reasons, all flight time required to meet the requirements of any AMT course must be flown in ASU approved contractor aircraft. No requests to fly at other than ATP locations will be approved. If you fly during the summer months, it must be in ATP aircraft. Any other flight time acquired is considered null and void toward fulfilling specific flight course requirements.

XVIII. FLIGHT TRAINING TRANSFER CREDIT AND EVALUATION

Collegiate aviation flight or ground training may be accepted as transfer credit upon evaluation by ASU Aviation Program faculty. Students seeking such transfer credit should contact an ASU/Polytechnic Campus advisor. All flight students must demonstrate proficiency at the appropriate certificate/rating level before they will be allowed to start the subsequent flight course syllabus. Students holding certificates/ratings should request a consultation with the ASU Flight Operations and Safety course instructor, ASU Chief Ground School Instructor, and the ATP Chief Flight instructor to ensure a smooth transition.

If a student does not have college credit for any ground course, he/she must enroll in the necessary ground school course(s). Students requesting to take multiple ground school courses in one semester should consult with the ASU Flight Operations and Safety Instructor and ASU Chief Ground School Instructor.

Any student transferring to ASU with an Associate in Applied Science (AAS) from a community college can enter the Bachelor of Applied Science (BAS) program. They should consult with the ASU Academic Advisors, to determine appropriate course sequencing.

XIX. INSTRUCTOR ENDORSEMENTS TO TAKE FAA WRITTEN EXAMINATIONS AND FLIGHT TESTS

Students must receive endorsements to take FAA Knowledge Examinations from an instructor prior to taking the examination. Only those students enrolled in a Flight Operations & Safety course and flying with ATP will be enrolled in a FAR PART 141 Ground School as a part of the ASU/AMT academic course. A grade of 80% or higher must be achieved on each stage examination and the final examination in order to receive an endorsement from the ASU Chief Ground Instructor to take the FAA Knowledge Examinations. The ASU Chief Ground Instructor will retain a copy of all FAA FAR Part 141 completion certificates for a period of one year. Additional instruction can be given on subjects missed and an endorsement to retake the examination issued if required.

XX. FAA KNOWLEDGE EXAMINATIONS

Students will take the FAA Knowledge Examinations at a computerized testing center. In order to take an examination, students must have the proper endorsement and identification (valid/current driver's license, birth certificate, or valid passport). The student will need to contact the computerized testing center to pay the examination fee. Students may be required to take applicable exams as part of course requirements.

XXI. MEDICAL EXAMINATIONS

Student pilots are required to pass a first class flight physical examination by an FAA approved Aviation Medical Examiner (AME) before admittance into the Professional Flight concentration and enrolling in flight training courses; proof of this is required as part of the secondary application process. Student pilots must obtain a student pilot certificate prior to solo flight, as required by FAA regulations. To locate an AME in your area, a directory is available from the FAA at <http://www.faa.gov/pilots/amelocator/>. Students are responsible for maintaining a valid/current medical certificate for the flight operations they are conducting.

XXII. STUDENT OWNED OR OPERATED AIRCRAFT

Only flights in ATP aircraft are authorized for ASU courses of instruction. No student owned or operated aircraft will be used to accomplish requirements for these courses.

XXIII. FLIGHT OPERATIONS and SAFETY COURSES

Students may begin flight training only after enrolling in a Flight Operations and Safety Course and coordinating with ATP and being assigned a flight instructor for the semester in which flight training is sought.

Continuous Enrollment and Program Completion

Students are expected to complete the Private Pilot, Instrument Pilot, Commercial Single-Engine Pilot, and Commercial Multi-engine Pilot, ratings during the first 3 years in the program. Continuous enrollment in Flight Operations and Safety courses is expected through fall, spring, and summer sessions. Students should regularly consult with an ASU Polytechnic Campus financial aid advisor to determine eligibility for financial aid during each semester.

In order to complete the degree program in a timely and cost-effective manner, students are highly encouraged to minimize gaps in training. Students intending to take more than two weeks of break from flying should meet with the Flight Evaluation and Trends Committee for consultation to establish goals prior to the break to ensure a smooth return to flight training.

The requirements for each course are detailed in the course description. Definitions of "satisfactory academic progress" may be found in each course syllabus. Students NOT making satisfactory flight and/or academic progress

in the course will receive an “E” (failing) grade for the course. Students will not be allowed to enroll in the next level Flight Operations and Safety course until all requirements are attained. Normally a student will be enrolled in only one Flight Operations and Safety Course at a time. These restrictions apply to the advanced registration process.

Flight Safety Enrollment Procedures: During registration if the student estimates they will complete the course prior to the beginning of the following semester, they should register for the following Flight Operations & Safety Course. If a student is unsure which Flight Operations and Safety Course they should enroll in, they should consult with the Flight Operations and Safety Instructor. If a student completes a Flight Operations and Safety course before the beginning of the next semester, the student may begin flying the following course without enrolling in it until the next semester.

CRJ Systems Classes

AMT-482 (Airline Instrument Procedures), and AMT-486 (CRJ Systems) must be taken concurrently in the next-to-last semester prior to graduation to prepare the student for CRJ FSTD training. Students must have earned their instrument rating and commercial single engine and multi-engine certificates before being allowed to begin FSTD Training.

XXV. AIRCRAFT OCCUPANTS

Occupants on training flights will be restricted to the assigned instructor pilot and the student receiving training. Exceptions can be made only with specific prior coordination with the ATP Chief Flight Instructor. Examples of typical exceptions would include ASU faculty completing AABI accreditation requirements or representatives of the FAA.

XXVI. FLIGHT TRAINING DEVICE (FTD) LABORATORY

Several hours in flight training devices (FTD) meeting FAA requirements are provided to students in the Commercial/Instrument Pilot Ground School I and the Commercial/Instrument Pilot Ground School II courses as part of the laboratory fee. Students can save money by using the FTD’s as specified in the syllabus and whenever additional instruction is needed.

All FTD training is under the direct supervision of the Aviation Programs Instrument Laboratory or Learning Laboratory Supervisor or a qualified, designated representative. Facilities may not be operated during weekend or night hours without a qualified laboratory supervisor being physically present.

Students hired as flight instructors for the Frasca FTD or the Redbird AATD or Elite ATD must be trained on FTD operations and procedures before assuming the duties of FTD Instructor and being permitted to supervise FTD training.

XXVII. GENERAL RULES, REGULATIONS, AND INFORMATION

1. All flights will be conducted in accordance with local and FAA Regulations. Any student using the aircraft in violation of any FAR, ASU, or ATP regulation may be subject to FAA or University sanctions. ATP may recommend to the Aviation Program Chair the disenrollment of a particular student from training for reasons of failure to progress in training, regulatory non-compliance, or hazards to safety.
2. Accident and Incident Reports:
 - A. All aviation accidents or incidents in any way involving ASU students or ATP aircraft must be reported as soon as practicable to the ATP Chief Flight Instructor. The Chief Flight Instructor will then advise the ASU Safety Program Officer and Program Chair of the occurrence. Students involved in an accident or incident must meet with the Safety Program Officer within 24 hours of an accident or within one week of an incident for an interview. Following the interview, the Safety Program Officer will complete and submit the NTSB Form 6120.1 to report the accident or incident to the NTSB. It is recommended that a student complete a NASA ASRS form.

- B. Accidents are defined as: “an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage” (NTSB 830.2)
- C. Incidents are defined as: “an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations” (NTSB 830.2). Examples of incidents in the air or on the ground: a near miss, poor judgment, unsafe practices or techniques, engine failure, etc.
2. Infractions of flying regulations may result in the student being grounded until the results of a board of inquiry are known.
 3. All students will exercise the utmost caution and safety at all times. Students are expected to use mature judgment at all times.
 4. Students are expected to attend all ground school, simulator, and flight sessions unless prevented because of medical, weather or other overruling causes. If a scheduled flight must be canceled, ATP flight operations personnel must be notified as far in advance as possible (twenty-four hours or more except in emergencies) to permit possible rescheduling of the aircraft and instructor for another student. Attendance is a factor used in determining grades. In the event that a student fails to report for a flight training period, ATP has authority to remove the student from the schedule until appropriate investigation and counseling has taken place. In the event a student "no-shows", ATP may charge the student an amount as much as is equal to one hour of flight instruction for local flights and two hours for cross-country flights, dual or solo depending upon the flight scheduled, at the prevailing rate listed in the negotiated flight fees section addendum to the contract. All such offenses will be reported to the Flight Operations & Safety instructor for Flight Evaluation / Trends Committee evaluation.
 5. Students are expected to be prepared to start their flight lesson at the scheduled time. Students should be aware that this may often require arriving early in order to complete pre-lesson tasks as required by regulations and ASU/ATP policies.
 6. Each student will thoroughly pre-flight his/her assigned aircraft prior to the initiation of each flight to determine if the aircraft is safe and in proper operating condition. Any deficiencies which develop during flight, will be recorded following the flight.
 7. A student is not authorized to accept an aircraft, which has been grounded until authorized ATP personnel have released the aircraft.
 8. No student will engage in a training flight unless planned with and approved by an ATP flight instructor. To gain maximum value from each lesson, a student must follow the designated Flight Syllabus for the certificate or rating being pursued. Each student should expect his/her performance on each flight to be reviewed by his/her flight instructor and should request the assignment and required work for the next flight.
 9. Students must receive endorsements to take FAA written examinations from an instructor prior to taking the examination.
 10. Students will not register for flight courses unless they have completed applicable ground theory courses or are concurrently enrolled in such courses.
 11. Standardization of all ASU Ground and Flight Instructors is a primary objective of the ASU/ATP Professional Flight program. Any deviation from the policy shall be reported to the Flight Operations & Safety instructor.

XXVIII. REGULATIONS INVOLVING FLIGHT

1. ATP personnel will not allow a student to start a course of instruction until an authorization has been received from the ASU Flight Operations and Safety Instructor.

2. Ground instruction will be conducted as necessary to promote safety and successful accomplishment of training and in the amount designated by FAR Part 141 and University curricula. The primary responsibility for ground instruction rests with ASU. ATP personnel agree to accept University ground instruction as an integral part of the syllabus for any FAA certificate.
3. ATP personnel, in conjunction with the ASU Flight Operations and Safety Instructor or his/her designated representative, shall confirm that appropriate medical certificates, pilot certificates, releases, and prerequisites necessary for the satisfactory completion of the flight lesson are part of the student's record.
4. Instructors assigned to the ASU flight instruction program will not be pulled from an instructional flight for any other flight operations during the hours ASU student flying is scheduled.
5. The ATP Student Handbook along with additional restrictions imposed by the ASU Aviation Programs will be discussed in the Flight Operations & Safety classes. Students can reference this manual at <http://atp-program-docs.s3.amazonaws.com/documents/asu/ATP-ASU-Student-Handbook.pdf>
6. Students participating in flight training activities are expected to abide by the following dress code:
 - A. Shirt: a collared ASU or ATP shirt
 - B. Pants: khaki or dark blue chino style pants or shorts with a belt
 - C. Shoes: closed toe shoes
 - D. Weather: dress appropriately for the weather

XXIX. AIR TRAFFIC MANAGEMENT

1. Citizenship

Employment by the FAA (and contracting firms in the U.S.) requires U.S. citizenship. Foreign students will provide evidence of citizenship in their home country.

2. FAA Medical Certification

Students are not required to show proof of passing a medical exam to the Air Traffic Management Program. However, air traffic controllers are required to pass a comprehensive medical examination prior to employment by the FAA. It is the student's responsibility to ensure that they meet the medical qualifications that are specified in FAA Order 3930.3 and in the Classification & Qualifications – General Schedule Qualification Standards – Air Traffic Control Series, 2152. It is highly recommended that each student schedule a medical exam with an FAA approved Aviation Medical Examiner (AME). To locate an AME in your area, a directory is available from the FAA at <http://www.faa.gov/pilots/amelocator/>. Specify that you would like to have the medical exam for air traffic controllers.

3. Detrimental Information

Employment by the FAA (and contracting firms in the U.S.) requires the ability to pass a thorough security investigation which will be done by the FAA prior to any job offer. The FAA evaluates applicants on an individual basis. Information regarding the items that are included in the security investigation can be found on the following website: http://faa.custhelp.com/app/answers/detail/a_id/382/. The Aviation Programs will not be responsible for determining the students suitability for employment based on the FAA's security items.

5. Safety of Flight

Consistent with the standards of behavior, conduct, and professionalism described earlier in this document, air traffic controllers perform a function that is critical to the safe conduct of aircraft in operation. If an Air Traffic Management student's behavior or conduct is considered by the program to be adequately egregious as to constitute a safety of flight concern, the student will be dismissed from the program.

XXX. INDIVIDUAL STUDENT RESPONSIBILITY

Each student is responsible to read and understand the preceding rules and regulations pertaining to Aviation Programs at the Polytechnic School as set forth in The Aviation Programs, Student Information Handbook. Each student agrees to abide by all of these rules and regulations.

STUDENT STATEMENT

I have read and understand the preceding rules and regulations pertaining to the Arizona State University Aviation Programs at The Polytechnic School as set forth in the Aviation Programs Student Information Handbook. I agree to abide by all of these rules and regulations.

Date: _____

Degree Program:

- Bachelor of Science
- Air Transportation Management
- Professional Flight
- Unmanned Aerial Systems (UAS)
- Air Traffic Management

- Bachelor of Applied Science
- Aviation

- Master of Science in Technology
- Aviation Management & Human Factors

Name (print) _____

Signature: _____