

# AERONAUTICS HANDBOOK

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## CONTENTS

Welcome to CSU Aeronautics .....	3
Abbreviations .....	3
Definitions .....	4
Handbook Currency .....	4
Accrediting Body.....	4
R-ATP.....	4
Textbooks and Supplies.....	5
ForeFlight Subscriptions.....	5
FAA Fees .....	6
Other Costs.....	6
FAA Medical Certificate .....	6
Required Documents .....	7
Funding Sources .....	7
Transfer Credit.....	8
Incomplete Labs .....	9
Communication.....	9
Flight Lab Attendance.....	9
Flight Standards.....	10
Failure to Progress .....	10
Flight Labs.....	11
Student Accounts .....	13
International Students .....	13
Flight Review Board.....	14
Dismissal from the Program.....	14
Part 141 Ground Courses.....	14
Extracurricular Activities.....	15
Continuous Enrollment .....	15
Veteran’s Affairs .....	15
Flight Simulation Lab.....	15
Part 107 Remote Pilot Certification .....	16
Flight Visitors.....	16
APPENDIX A – Department of Aeronautics Org Chart .....	17

## WELCOME TO CSU AERONAUTICS

Welcome to Aeronautics at Charleston Southern University! During your time as a student in the Professional Pilot program, you will fly in the beautiful, sunny, and warm skies of Charleston, South Carolina. Here you will study principles of flight, basic aerodynamics, aircraft systems, navigation, communication, instrument procedures, weather, regulations, airspace, and flight maneuvers, to name a few. Through determination, focus, and discipline, you may earn your FAA Private Pilot Certification, Instrument Rating, Commercial Pilot Certification, Multi Engine Rating, and Certified Flight Instructor Certification. Additionally, graduates from the Professional Pilot program may be eligible to receive an R-ATP transcript statement, significantly reducing the number of hours required to apply for the airlines.

As a Professional Pilot student, you can rest assured that you will be part of a highly professional aviation program, with top-notch flight instructors, modern and exquisitely maintained Diamond DA20 and DA40 aircraft, and a flight safety program that is foundational to everything you do, from your first class to your final check ride. Through your participation in our exciting, challenging, and professional program, you will grow not only as a student, but as a future aviator and servant-leader of character, integrity, and discipline.

## ABBREVIATIONS

- ACH** – automated clearing house
- ACS** – Airman Certification Standards
- ATP** – Airline Transport Pilot Certification
- AME** – Aviation Medical Examiner
- CFI** – Certified Flight Instructor
- CFR** – Code of Federal Regulations
- CGPA** – cumulative grade point average
- CR** – credit hour(s)
- CSU** – Charleston Southern University
- CSFT** – Carolina Sky Flight Training
- DPE** – Designated Pilot Examiner
- DUI** – Driving under the influence
- EFB** – Electronic Flight Bag
- EOC** – end-of-course
- FA** – failure for absences
- FAA** – Federal Aviation Administration
- FSP** – Flight Schedule Pro
- GPA** – grade point average

**PPC** – Private Pilot Certification (also PPL)

**R-ATP** – Restricted Airline Transport Pilot

**SACSCOC** – Southern Association of Colleges and Schools Commission on Colleges

**SEVIS** – Student and Exchange Visitor Information System

**SEVP** – Student and Exchange Visitor Program

**TCO** – Training Course Outline

**VA** – Veteran’s Affairs

## DEFINITIONS

**End-of-Course Check** – Syllabus examination flight designed to verify a student pilot’s ability to pass, and recommendation for, an FAA practical exam (check ride).

**Flight lab** – a universal term for any of the following CSU courses: AERN 161L, 162L, 261L, 271L, 372L, 373L, 461L, and 491L. Note: does not include AERN 361L.

**Major semesters** – Fall and Spring semesters (accelerated and full-term).

**Part 141 ground courses** – AERN 160, 260, and 270 academic courses.

**Part 141 pilot school** – FAA-certificated pilot school with structured training programs and regimented syllabi.

**Part 61 certificate holder** – in this context, defined as a student who possesses a PPC.

**Part 61 pilot school** – FAA-certificated pilot school with flexible scheduling and less-restrictive syllabi.

**Stage Check** – Syllabus examination flight designed to verify a student pilot’s progress and retention in a flight lab.

## HANDBOOK CURRENCY

This handbook will be reviewed annually as designated by the Aeronautics Department Chair to ascertain currency and validity. Revisions will be prepared as needed and submitted for concurrence. Content that has changed since the previous version is denoted by a change bar in the left margin.

## ACCREDITING BODY

CSU is accredited by SACSCOC to award bachelor’s, master’s, and doctorate level degrees. Questions about the accreditation of CSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC’s website [www.sacscoc.org](http://www.sacscoc.org).

## R-ATP

CSU is authorized to certify graduates meet the academic eligibility requirements of 14 CFR Part 61, § 61.160 (b) or (d). The total flight time requirements for a R-ATP Certificate

based on a degree with an aviation major are 1,000 hours for a graduate who holds a bachelor's degree with an aviation major and meets the remaining requirements of § 61.160(b) with at least 60 CR of aviation coursework; and 1,250 hours for a graduate who holds a bachelor's degree with an aviation major and meets the remaining requirements of § 61.160(d) with at least 30 CR of aviation coursework.

Transfer credit from other Institutions of Higher Education may be applied in accordance with [B300-1](#), paragraph 3.c.

See the FAA website for details: <https://www.faa.gov/pilots/training/atp>

See the CSU Letter of Authorization (B300-1) for further information: <https://www.charlestonsouthern.edu/wp-content/uploads/B300-dec.pdf>

The process of receiving a certifying statement on a student's transcript is automatic if the student received at least 30 qualifying credits. If, after graduation, the statement does not appear on the student's transcript, the student should email the Aeronautics faculty at [aeronautics@csuniv.edu](mailto:aeronautics@csuniv.edu) to inquire.

## TEXTBOOKS AND SUPPLIES

**Headset** – We recommend a starter, passive noise cancelling headset like the [David Clark 10-13.4](#) with dual plug, fixed wing configuration (\$300-\$375). If you already own an aviation headset that is compatible, you may use it. Headsets are a personal preference item, but a good quality headset is important for long-term hearing protection. [Bose](#) aviation headsets with active noise cancelling are a premium headset that offers additional benefits and are commonly used.

**Flight Bag** – Students enrolled in the Private Pilot Certification ground course (AERN 160) ground course will be issued a custom embroidered flight bag. Students who transfer credit for AERN 160 are expected to already have a suitable general aviation flight bag.

**Electronic Flight Bag** – CSU uses the ForeFlight app for flight planning, filing flight plans, charts, and weather planning. To take advantage of this software, the student must have an iOS mobile device. Please note that ForeFlight is not compatible with Android devices. While some students can use small personal devices, such as an iPhone, we recommend an iPad mini with a Flyboys Pivot case. Full-sized iPads tend to be too bulky for the small cockpits.

**Course Textbooks** – CSU has contracted with [Slingshot](#) to provide all required textbooks for academic courses as an included part of regular tuition.

**Flashlight** – We recommend purchasing a flashlight with extra batteries. Although most personal mobile devices have a built-in flashlight, the power is generally inadequate, and usage is cumbersome. Some students determine that headlamps or wrist lights suit their needs.

## FOREFLIGHT SUBSCRIPTIONS

As a part of CSU's contract with Slingshot, students currently enrolled in the following flight labs will be issued a ForeFlight Business Performance (or comparable) subscription to their BucMail account: AERN 161L, 162L, 261L, 271L, 372L, 373L, 461L, and 491L.

Be advised that when the semester ends, all subscriptions are audited and students who are not enrolled in one of the above flight labs will be removed from the organization account.

Students should plan to procure a personal subscription during these lapse periods. This is especially important for students completing their final flight lab.

Students will not be issued ForeFlight subscriptions to their personal email address. If you already have data in ForeFlight, you may change your primary email address to your BucMail account. ForeFlight customer support can also assist with merging multiple accounts.

## FAA FEES

Although required for subsequent certifications and course progression, FAA examinations are extracurricular activities. This means that students are responsible to pay for FAA practical examinations (check rides), and written examinations (standardized ground tests), in addition to regular tuition and fees. Educational funds (scholarships, grants, loans, etc.) are not authorized for these activities. The student will pay the proctor or DPE, directly. The below figures are estimates and subject to change.

- Private Pilot Airplane (PAR) written exam - ~\$175
- Instrument Rating (IRA) written exam - ~\$175
- Commercial Pilot Certificate (CAX) written exam - ~\$175
- Fundamentals of Instruction (FOI) written exam - ~\$175
- Flight Instructor Airplane (FIA) written exam - ~\$175
- Private Pilot Certificate exam – \$(aircraft rate) + DPE fee (~\$700-\$1,600)
- Instrument Rating exam – \$(aircraft rate) + DPE fee (~\$700-\$1,600)
- Commercial Pilot Certificate practical – \$(aircraft rate) + DPE fee (~\$700-\$1,600)
- Multi Engine Rating practical – \$(aircraft rate) + DPE fee (~\$700-\$1,600)
- Certified Flight Instructor practical – \$(aircraft rate) + DPE fee (~\$700-\$1,600)
- The above fees will be paid as they are encountered in their associated flight labs.
- Fees for different classes of medical examinations vary for each AME, but ~\$200 is a good estimate. See the FAA Medical Certificate section for further details.

## OTHER COSTS

All students are required to hold a current aircraft renter's insurance policy while performing flight training at CSU. Your flight instructor will assist you in procuring an appropriate policy that usually costs less than ~\$200 per calendar year. Many students trust [Avemco](#) to protect their interests.

## FAA MEDICAL CERTIFICATE

To obtain a medical certificate:

- Find a certified AME in your area with this [locator link](#). Note: students local to the Charleston area can consider [Dr. Terry Sommese](#), who examines many CSU Aeronautics students.

- Follow the directions [here](#) to create a MedXPress account.
- Schedule an appointment with your AME and receive your certificate.
- Email a photo/photocopy of your certificate to [admissions@csuniv.edu](mailto:admissions@csuniv.edu) for inclusion in your admissions package.

You must obtain at least a third-class FAA medical certificate before beginning your flight training, but you are **STRONGLY** encouraged to obtain a first-class medical exam for your initial evaluation. The first-class medical is required of airline professional pilots and similar commercial aviation positions. It is advisable to obtain a first-class physical before beginning a flight program to uncover any potential health issues that may limit your pursuit of a piloting career. The extra money spent in advance provides peace of mind and may save money long-term. You must show your completed exam to be enrolled in flight training. Plan to complete your flight physical as early as possible before the start of term if you need to submit extra medical records. If you take any kind of prescription medications, contact a flight physician prior to your scheduled appointment.

## REQUIRED DOCUMENTS

The following documents are required to start flight training at CSU. Make sure to check the expiration dates on these documents well before the semester starts to provide you enough time to renew.

- Valid U.S. Driver License
- Current U.S. Passport or Birth Certificate
- Flight logbook (if you have prior flight training)

## FUNDING SOURCES

**Federal Financial Aid:** Because you are enrolled in a college program, you are eligible to apply for federal funding to cover your educational expenses. To receive such funding for each year of your college enrollment, you must submit a FAFSA application. The web address for the FAFSA Application is <https://studentaid.gov/h/apply-for-aid/fafsa>. To ensure that aid for which you are eligible is received before CSU's payment due date, be sure to submit your FAFSA application early, preferably in the spring semester prior to the beginning of the new academic year. The types of aid for which you will be considered are listed below:

- Federal Pell Grant
- Federal Direct Student Loans
- Parent Plus Loan

**South Carolina Financial Aid:** South Carolina provides direct support to students pursuing higher education through a number of need-based and merit-based scholarships and grants; however, you must prove residency in the state of South Carolina to apply for state-funded financial aid. Please note that CSU has applied for the Life and Palmetto Fellows STEM-enhancements for the Professional Pilot degree program and is awaiting a decision. For details, visit the [SC Commission on Higher Education](#):

- SC Hope
- Life
- Palmetto Fellows
- SC Need-based Grant
- CSU Scholarships: A type of financial aid, in the form of a grant (a sum of money or other aid) that does not have to be repaid by the recipients to assist students as they pursue their studies. Scholarships are most often given to students for a couple of reasons: academic merit/achievement, or financial need (or a combination of both). Institutional scholarships are subject to CSU's Max Free Aid Policy located in the CSU Undergraduate Catalog. For details, please visit the [CSU Scholarship](#) page.

Private Educational Loan Options: Private loan options are available via companies such as Sallie Mae, College Avenue, SoFi, etc. Loans are credit-based and amounts that may be borrowed are typically limited to the cost of attendance minus other aid. The following links are provided for convenience and are not endorsed by CSU:

- <https://www.scstudentloan.org/>
- <https://www.salliemae.com/student-loans/>
- <https://www.collegeavestudentloans.com/>
- <https://www.sofi.com/private-student-loans/>

*Note:* due to the high cost of flight lab training, it is not uncommon for university flight training students to accumulate significant student debt.

## TRANSFER CREDIT

If you have passed your FAA Written Examination for Private Pilot Airplane (PAR), you may receive credit for AERN 160 (3 CR). If you have your Private Pilot Airplane Certificate, you may also receive credit for AERN 161L (2 CR) and AERN 162L (2 CR). In accordance with the Private Pilot Certification TCO, the student must pass the AERN 160 final exam to be awarded college credit for any of the above courses.

Flight rating credit only applies to students seeking an aviation education degree and will not be used toward the completion of the aviation minor or any other degree. While every flight hour counts towards your total time and experience, CSU will not award any credit for incomplete ratings and certificates. If you are close to completing a check ride prior to enrolling at CSU, you will need to finish the rating before you enroll in CSU flight courses.

If you are planning to complete any flight certificates or ratings before matriculating at CSU, please talk to the Chief Ground Instructor before you start training to verify what will and will not transfer into the CSU Aeronautics Program. Students with partial flight training will be evaluated on a case-by-case basis.

14 CFR 61.160 establishes the requirements to earn a Restricted ATP certificate with Airplane category. Per this regulation, students who earn an Instrument Airplane rating and/or a Commercial Pilot certificate outside of this institution are not eligible for this certificate, except in specific circumstances when the training is conducted at another institution approved



by the FAA. Students who are ineligible for a Restricted ATP must instead obtain the unrestricted ATP certificate with Airplane category by accumulating 1500 hours of flight time, in addition to other general eligibility, aeronautical experience, and aeronautical knowledge requirements in accordance with 14 CFR 61 Subpart G.

## INCOMPLETE LABS

Students are expected to complete all flight training associated with a flight lab during the semester in which the class was taken. In some cases, students may need to seek additional flight training (under the advisement of their assigned flight instructor) outside of their assigned flight block to ensure an on-time completion.

Before the last day to withdraw with a grade of “W,” as defined in the [CSU Academic Calendar](#), the Aeronautics faculty will provide recommendations to students who are not projected to finish before the end of the semester.

Students who withdraw from or fail a flight lab are required to re-enroll in the lab in a later semester to receive a passing grade. Note: this subsequent enrollment will generate another financial charge of the **full flight lab fee**, regardless of the student’s previous progress.

Students who elect to remain enrolled in the flight lab against the faculty’s recommendation will receive an “F” if the flight lab is not completed before the end of the semester.

If extenuating circumstances prevent a student from completing the flight requirements on time, and the student has demonstrated satisfactory progress, the academic instructor or faculty member (in coordination with the Chief Ground Instructor) may assign a grade of “I” Incomplete. Students assigned an Incomplete must finish the flight training associated with the academic flight course in accordance with [Policy R-2](#). Failure to complete all course requirements within this timeframe will result in an academic grade of “F” which will require the student to reenroll in the course and pay the associated flight lab fee. Note: this situation is exceptionally rare and based on the final judgment of the Department Chair.

## COMMUNICATION

To the maximum extent possible, Aeronautics students will use their BucMail accounts for official communication. Non-official means, such as texting, GroupMe, etc., will not be used for official notifications or scheduling purposes.

In accordance with CSU policy, all full-time faculty members will be available for 8 hours per week for in-person office hours. These schedules are at the discretion of the faculty members and will be posted in a conspicuous manner outside of their office space. The use of electronic scheduling software, such as Microsoft Bookings, is strongly encouraged.

## FLIGHT LAB ATTENDANCE

Attendance: Pursuant to [CSU FA policy R-10](#), attendance for flight labs is tracked and treated as a class that meets three times per week. If a student misses 25% of the scheduled flight lab classes, the student will immediately receive the grade of “FA” for the flight lab and will discontinue flight training. Additionally, the student will receive a code of conduct violation and be referred to the Department Chair for consideration of dismissal from the program.

Fines: Students will adhere to the Flight Handbook policies governing attendance and be subject to the financial penalties within (see the CSFT Safety Guide).

Pacing: As a collegiate flight training institution, CSU Aeronautics is bound by the laws governing federal and state financial aid for education. This means that flight lab activities must be accomplished within clearly defined academic semesters. As a result, some students may complete a flight lab ahead of schedule and be forced to pause flight training until the next semester. Students who are projected to finish a flight lab several weeks before the end of the semester should work with their flight instructor to pace the remaining lessons in a manner that permits early accomplishment but does not force the student to be grounded for more than four weeks.

## FLIGHT STANDARDS

ACS: As a certificated Part 141 flight school, CSU Aeronautics adheres to the FAA Airman Certification Standards. It is the student's responsibility to be familiar with the task-specific knowledge and risk management elements to each Practical Test Standards Areas of Operation and Tasks. Be advised that if the FAA changes any of these standards, CSU will immediately adopt the latest change and enforce the new rules. The ACS list can be found here: [https://www.faa.gov/training\\_testing/testing/acs](https://www.faa.gov/training_testing/testing/acs).

Professionalism: In accordance with the official [CSU Course Catalog](#), students are subject to dismissal from the program if a student violates aviation industry-professional standards, demonstrates unprofessional conduct (including behaviors that are associated with lateral violence to a faculty member or classmate), or demonstrates behavior that indicates unsafe practice. A student is automatically dismissed from the Professional Pilot program upon receiving a third code of conduct violation.

Dress and Appearance: Tattoos containing lewd, profane, racially discriminatory, hateful, or pornographic elements are to be covered during your time as a CSU student. Body piercing devices that interfere with flight training and present hazards during aircraft ingress and impede emergency egress are prohibited during flight operations. Students will adhere to the current flight safety policies governing open-toed shoes and inappropriate clothing during flight operations.

Grooming: Students will maintain a standard of grooming and hygiene that does not interfere with safe operations in the cockpit. Based on flight instructor judgement, a student will be afforded two written warnings before the grooming infraction is elevated to a code of conduct violation.

Safety: CSU Aeronautics takes safety very seriously. If at any point a student places persons or property at risk, they will be immediately dropped from the course and receive a failing grade. The Department Chair of Aeronautics will determine if the student is able to continue within the degree program. Students will read, be familiar with, and practice the principles of the CSFT Safety Handbook and CSFT Student Handbook.

## FAILURE TO PROGRESS

If you do not complete a single flight lab within 12 calendar months, you will receive a failing grade and dismissal from the Professional Pilot program. If you fail an EOC or Stage Check three consecutive times, you will receive a failing grade and dismissal from the

Professional Pilot program. *Note:* After a second consecutive EOC failure, students are required to personally meet with their academic advisor prior to scheduling their third EOC attempt.

You may appeal a dismissal decision in writing to the Department Chair. This written appeal must provide explanations for the lack of progress, and it must outline how you plan to complete all remaining flight labs within the established timelines. While appeals are not guaranteed, successful appeals typically contain self-reflection and a tangible plan to get back on track. Appeals will be reviewed promptly by the Department Chair faculty and staff; all decisions are final.

Any lab repeats will require a formal review before the student is allowed to enroll. Retakes must receive authorization from a committee consisting of at least the following: Chief Ground Instructor, the Department Chair, at least one individual from the flight contractor and the Chief Flight Instructor. For retake consideration students must provide written documentation of the extenuating circumstances causing failure in the prior flight lab and an explanation of how and why the additional attempt will be successful. Requests to exercise this option will be submitted to the Chief Flight Instructor. Providing this documentation does not guarantee approval. Past flight training performance and current academic standing will be considered in approving or disapproving a request. Students will be informed of approval or disapproval after an application has been submitted and adequate time has been allowed for consideration. Under no circumstances will the student be allowed to take the same lab more than 3 times.

The Aeronautics Department makes every effort to provide the best instruction possible. In some circumstances, the flight instructor's teaching style and the student's learning style may not match. In these circumstances, either the instructor or student may submit a written request for a change of instructor. This should be viewed as a positive way to overcome any learning difficulties or plateaus. A change of instructor may also be warranted if it is determined that satisfactory progress is not being met due to scheduling conflicts. Any permanent change in instructors will be documented in the flight training system. From time to time, a student may receive training from a different instructor due to instructor availability.

## FLIGHT LABS

Students enrolled in ENGL 099 or MATH 099 are not permitted to enroll in a flight lab.

Students on academic probation, as defined in [CSU Policy R-4](#), are not permitted to enroll in flight labs.

It is expected that new admits to the Professional Pilot program will be enrolled in a flight lab within the first year after matriculating. For example, a student admitted in the fall may begin flight training in the fall, spring, or summer semester, based on aircraft and instructor availability. In total, there are 8 semesters of flight training required.

Students who have not declared the Professional Pilot major may be permitted to take flight labs with written permission of the Department Chair, pending space available. This situation is uncommon.

Students are permitted to enroll in a maximum of a single flight lab per semester (full-term or accelerated). Rare exceptions to this rule may be granted by the Department Chair through the student's Academic Advisor.

Students who enroll in a flight lab will be charged the entire flight lab fee, as advertised in the current [CSU Catalog](#). There are no exceptions to this rule, regardless of the student's previous progress or training.

Flight lab accounting process:

- Student enrolls in a flight lab
- CSU charges the published lab fee to the CSU student account
- The student reconciles the entire student account outstanding balance
- Student is “cleared to fly” by CSU Student Accounts (not Aeronautics). *Note:* while the funds are being transferred, students will be issued invoices for flight activities that show “unpaid.” Students should not pay these invoices. It is normal for this transfer process to take 3–4 weeks from the first flight lab activity.
- All flight lab funds are sent via ACH to the flight contractor
- The flight contractor applies all funds to the student's FSP account
- At the end of the semester, all unused funds are refunded to the student's CSU account
- If the FSP balance falls below \$200, flight training is halted, and the student may:
  - Pay the flight contractor directly for remaining lessons (preferred)
  - Request additional charges to the CSU account (minimum 2-week lead time)

Enrollment in a flight lab requires two crucial steps:

- First, the student must be enrolled in a flight lab in MyCSU.
- Second, the student must appear on the electronic flight schedule that is managed by the Aeronautics faculty through an academic advisor.
- *Note:* While MyCSU permits students to self-enroll in a flight lab, the student will be subsequently disenrolled if not allocated a block on the electronic flight schedule.

Your class schedule in MyCSU will not show your actual flight block time—the course meeting time will be blank. See your academic advisor for your assigned flight block.

On the first week of class, incoming students should not show up to the airfield until they receive an email from the flight administrator confirming their “day zero” appointment. It is not uncommon for the “day zero” appointment to occur one week after classes start. You will not be marked absent for days that precede your “day zero” appointment. Please follow the instructions carefully in the email from your flight administrator.

Estimated flight lab costs are posted on the [CSU Catalog](#) page. The estimated costs are updated regularly and based upon currently established rates. The Aeronautics Department strives to keep training costs to a minimum, but annual rate increases and adjustments for fuel/insurance costs should be anticipated. The estimated lab costs are for aircraft/simulator rental and flight instruction. These estimates do not include typical expenses such as aviation headset, charts, books, flight calculator, etc. Estimated costs are also based upon maintaining good training continuity, minimal repeated lessons, and preparing effectively for each flight/lesson.

*Note:* published flight lab fees are in addition to regular tuition, room, board, and other fees associated with being a student at CSU.

## STUDENT ACCOUNTS

Student Accounts may be reached at [studentaccounts@csuniv.edu](mailto:studentaccounts@csuniv.edu) or at (843) 863-8058 for current policies regarding account delinquency. The CSU Department of Aeronautics does not establish CSU student account rules or exceptions. The following policies are governed by the Office of Student Accounts:

- Student account balances are to be paid in full **no later than the first day of class**.
- Students seeking a monthly payment option must be officially enrolled in a plan before the first day of class.
- Students seeking to use a 529 plan must coordinate to have their checks arrive at CSU Student Accounts no later than 14 days prior to the start of class.
- Account balances must be paid in full to be cleared to fly (clearance will not be granted to students who only pay the flight lab portion and carry an additional balance).
- A student with a negative account balance will be considered for clearance to fly if all covering loan/scholarship/grant/VA documents have been signed, loans have been accepted or declined, and the student has a valid FAFSA on file.
- Failure to reconcile student accounts to a zero balance before the first day of class will result in the **student's academic schedule being dropped by Student Accounts**. The resulting open seats in the dropped classes will be immediately available to other CSU students and may not be available for add once the account is reconciled.
- Students who are not cleared to fly by CSU Student Accounts are not permitted to conduct training with the flight contractor. While enrolled in an official CSU flight lab course (i.e. AERN 161L), Aeronautics is not authorized to allow students to fly "on credit" or with personal funds while the student account is delinquent.
- It is solely the student's responsibility to ensure account reconciliation. A student with a zero balance on the first day of class may assume clearance to fly. Students with negative balances and promissory documents (including loans, scholarships, VA payments, and late-posting funds) must ensure clearance to fly has been granted before the first day of class by contacting the Student Accounts Office.

## INTERNATIONAL STUDENTS

Although Charleston Southern University is approved as an F-1 School according to The Department of Homeland Security SEVP, the Professional Pilot program is not approved for F-1 international students. There is no estimated date of approval for this program; therefore, F-1 international students will not be admitted to the program. Note: Aerospace Management and Aviation Maintenance Management are approved programs for F-1 international students.

## FLIGHT REVIEW BOARD

**Description:** Flight Review Boards are conducted to help students who are demonstrating substandard academic or flight performance. Review Boards are not meant to be punitive but are used to identify and assess the factors contributing to substandard performance and offer possible solutions.

**When Initiated:** Review Boards are prompted by any pattern of substandard performance which may include (but is not limited to) the following:

- Scoring below an 80% two or more times on the same stage exam
- Repeated unexcused class absences or tardiness
- Inadequate flight activity (i.e. excessive excused absences)
- Poor flight progress (multiple attempts of the same lesson or abnormally high flight time)
- Failing the same stage check three times
- Concerns regarding flight safety and/or unprofessional behavior

**Who Can Initiate:** Review Boards can be initiated by an academic instructor, flight instructor, Chief Ground Instructor, Chief Flight Instructor, or the Department Chair.

**Board Composition:** The Department Chair, Chief Ground Instructor, Chief Flight Instructor, or the Assistant Chief Flight Instructor will be responsible for selecting and coordinating the appropriate participants to engage in the review process. Board makeup will vary depending upon the situation. It is important that appropriate personnel participate to accurately identify the cause and corrective action for a student's substandard performance. Review Boards initiated for academic reasons may just include the student and the academic instructor or faculty member. In other cases, Review Boards may include the student, the flight instructor, the flight instructor's primary supervisor, and other representatives from both academic and flight operations.

**Documentation:** Review Board proceedings will be documented by entering a comment in FSP.

## DISMISSAL FROM THE PROGRAM

Conditions for dismissal from the Professional Pilot program are published in the [CSU Academic Catalog](#).

Students with a CGPA lower than a 2.6 may be denied a flight block, at the discretion of their academic advisor. The intent of this provision is to allow the student more time to focus on academics.

## PART 141 GROUND COURSES

TCOs: AERN 160, 260, and 270 are Part 141 FAA ground courses that strictly adhere to approved TCOs without deviation. The CSU Chief Ground Instructor is responsible for the maintenance and enforcement of these TCOs. All students will receive Enrollment and Graduation Certificates.

In addition to [CSU Policy R-10](#), by FAA rule, attendance in these courses is mandatory for every lesson. Any missed classes must be made up via lecture. Students who are unable to attend a course should contact their instructor as soon as possible and provide a suggested date and time to make up for the absence. Per CSU policy, attendance will be taken at the beginning of every class meeting. Note: even excused absences from these courses should only occur under exceptional circumstances. Repeated unexcused absences will result in a code of conduct violation.

## EXTRACURRICULAR ACTIVITIES

Division 1 athletics: Collegiate flight training yields an extremely demanding schedule that has been generally incompatible with Division 1 athletics. Any student considering concurrent Division 1 athletics and flight training require written permission from the Department Chair.

Air Force R.O.T.C.: This program is generally considered compatible with the Professional Pilot program from a scheduling and time perspective. Students seeking to become active-duty military pilots should seek counsel from their academic advisor to understand the cost of civilian certifications and their applicability toward military ratings.

Band: Students have successfully graduated from the Professional Pilot program after being enrolled in the Horton School of Music classes every semester. Be advised that flight scheduling is more difficult since band rehearsals follow a semi-rigid schedule.

## CONTINUOUS ENROLLMENT

The Professional Pilot degree is designed to be a year-round program without summer breaks. Students who train over the summer months have priority to continue flight training in the Fall. Students who elect to break their training over the summer will not be scheduled for a flight slot for the following fall semester until the week before fall classes begin, on a space-available basis. Students may continue to reside in the dorms over the summer when enrolled in flight labs or other CSU academic courses.

Financial Aid: students should plan ahead for summer flight lab fees because many scholarships only apply to major semesters.

## VETERAN'S AFFAIRS

Students considering using VA benefits should contact [military@csuniv.edu](mailto:military@csuniv.edu) before applying to the Professional Pilot program.

## FLIGHT SIMULATION LAB

- All Aeronautics students are permitted to use the Flight Simulation Lab on campus. The lab is open 24/7 and is secured behind a cipher-locked door. See an Aeronautics faculty member for the door code and training required to use the devices.
- Students shall not share their assigned door cipher code with anyone else.
- All simulation lab activities are monitored by CSU campus security surveillance.
- Please power off the equipment when finished using it.

- If you notice a device that needs service, please notify an Aeronautics faculty member or send an email to [aeronautics@csuniv.edu](mailto:aeronautics@csuniv.edu) describing the issue.
- Food and drink are prohibited in the Flight Simulation Lab.

## PART 107 REMOTE PILOT CERTIFICATION

Students who complete AERN 360 and AERN 361L are encouraged to take the Part 107 Knowledge Test at an FAA testing center. See an Aeronautics faculty member for details.

Existing Part 61 certificate holders with a current flight review are eligible to take the Part 107 Small UAS Initial (ALC-451) online training course in lieu of an FAA examination.

After obtaining your certificate of completion or written examination report, an Aeronautics faculty member or your flight instructor can sign your FAA application for processing.

## FLIGHT VISITORS

Due to liability issues, CSU adheres to a strict no-visitor policy during flight training operations. This includes visitors' presence inside the flight line fence or in training areas during student training operations. Airport visitors will remain in the public areas, including the automobile parking lot and airport terminal, as permitted by airport authorities. If a visitor's presence in these areas is deemed to be a distraction to student flight operations, the visitors will be kindly asked to vacate the airfield premises.



APPENDIX A – DEPARTMENT OF AERONAUTICS ORG CHART

