

AERONAUTICS HANDBOOK

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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 and Tecnam 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.

MISSION, VISION, VALUES, AND MOTTO

Mission: Provide CSU students a professional, leading-edge collegiate aviation program built upon a foundation of safety, focused on professional pilot training, advanced technologies and instructional methods, and dedicated to preparing diverse students of character with a Christian worldview for success in a fulfilling and rewarding career.

Vision: Reach diverse students aspiring to professional aviation careers through local, state and national aviation, STEM and Christian networks, and partner with industry to educate, empower and inspire them through innovative, collaborative instruction, professional mentoring and spiritual development.

Values: R.A.I.S.E. (Respect, Accountability, Integrity, Safety, and Excellence)

Motto: *Semper Altius* (Latin for “ever higher”)

ABBREVIATIONS

ACH – automated clearing house

ACS – Airman Certification Standards

AT-CTI – Air Traffic-Collegiate Training Initiative

ATCS – Air Traffic Control Specialist

ATP – Airline Transport Pilot Certification

ATSA – Air Traffic Skills Assessment

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

CSUA – Charleston Southern University Aeronautics

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

PIC – Pilot-in-Command

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

Aircraft Checkout – A formal process of ensuring a pilot is safe to operate as the pilot-in-command of an aircraft, consisting of a written test and evaluation by a certificated instructor pilot.

Code of conduct violation – any formal disciplinary infraction incurred when an aeronautics student fails to uphold the professional, academic, behavioral, or safety standards established by Charleston Southern University and CSU Aeronautics. It encompasses any action, omission, or pattern of behavior that compromises flight safety, violates FAA regulations or university policies, exhibits lateral violence or disrespect toward instructors and peers, or demonstrates an ongoing failure to meet professional flight training commitments. In accordance with program policy, receipt of a code of conduct violation may result in an unsatisfactory lesson grade, flight probation, or referral to the Department Chair. A student is automatically dismissed from the Professional Pilot program upon receiving a third code of conduct violation.

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.

Lesson Zero – The first lesson of a flight lab that consists of administrative work and introductory principles. No flight activities are accomplished on this lesson.

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 black change bar to the left of the information, as shown.

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.

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 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 (\$350–\$400). 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. If the FAA examination will occur off-station, the student is responsible for the aircraft rental fees to and from the event, if applicable. 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 (~\$1,000–\$2,500)
- Instrument Rating exam – \$(aircraft rate) + DPE fee (~\$1,000–\$2,500)
- Commercial Pilot Certificate practical – \$(aircraft rate) + DPE fee (~\$1,000–\$2,500)
- Multi Engine Rating practical – \$(aircraft rate) + DPE fee (~\$1,000–\$2,500)
- Certified Flight Instructor practical – \$(aircraft rate) + DPE fee (~\$1,200–\$2,500)
- 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 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. Note: students receiving VA benefits may be required to hold a second-class FAA medical certificate—see the Office of Military Services for details.

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. The documents must be originals, not photocopies or digital pictures.

- Valid U.S. Driver License
- Current U.S. Passport or original 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.

529 Funds: If you plan to use 529 funds for your flight training, your expenses generally fall into two categories under [26 U.S. Code §529\(f\)](#):

1. Paid to the University: Flight Lab fees billed through the university are qualified expenses and will appear on your annual Form 1098-T from CSU.
2. Paid Out-of-Pocket: Flight training expenses paid directly to the flight school, written exam fees paid to PSI, and checkride fees paid directly to a DPE may also qualify as "qualified postsecondary credentialing expenses."

Because out-of-pocket costs (to the flight school, PSI, or a DPE) do not appear on your university 1098-T, you must retain all receipts to substantiate these withdrawals. Individual tax situations vary, so families should always verify 529 eligibility with a qualified tax advisor.

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.collegevestudentloans.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.

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 CSU Aeronautics 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.

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 CSU Aeronautics Safety Handbook and CSU Aeronautics 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 be subject to dismissal from the Professional Pilot program. If you fail an EOC or Stage Check three consecutive times, you will receive a failing grade and will be subject to 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 school
- 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.

FAA WRITTEN EXAMINATIONS

Students who pass AERN 160, 260, or 270 will receive an endorsement to take the associated FAA written examination. These endorsements are issued with 30-day expiration dates. Students are expected to schedule their own FAA written examinations and send the results (pass or fail) to aeronautics@csuniv.edu for FAA accounting purposes. Students who do not have a passing FAA written examination score reported for the previous semester's ground course by midterm will be placed on the no-fly list until a passing score is reported. For example, a student who passes AERN 160 in the Fall semester and fails to take the FAA written by midterm of the following Spring semester will be grounded until the student submits a passing score.

ALTERNATE CHAPEL CREDIT

Aeronautics students enrolled in an official CSU flight lab during the second period (0930–1200) on the Monday, Wednesday, Friday schedule are unable to attend regularly scheduled CSU Chapel services during the Fall and Spring semesters due to conflicting schedules. Students who meet these criteria in a particular major semester may attend the CSU Elevate service to receive Chapel credit for graduation. This concession is evaluated each semester and validated by the Aeronautics Retention Manager. The following policies apply:

- The Aeronautics Retention Manager will provide Campus Ministries the list of students who qualify for this accommodation at the beginning of the major semester.
- Students will be expected to attend the entirety of Elevate to receive Chapel credit.
- The student will be responsible to find a Campus Ministries staff member at the conclusion of Elevate to scan their BucNation App.
- Students who do not meet these criteria are not eligible for this concession. There are no exceptions.
- This concession does not apply to the summer terms since CSU Chapel is not in session.

STUDENT ACCOUNTS

Student Accounts may be reached at 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 before applying to the Professional Pilot program.

FLIGHT SIMULATION LAB

- All Aeronautics students are permitted to use the Flight Simulation Lab on campus during normal business hours.
- 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 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.

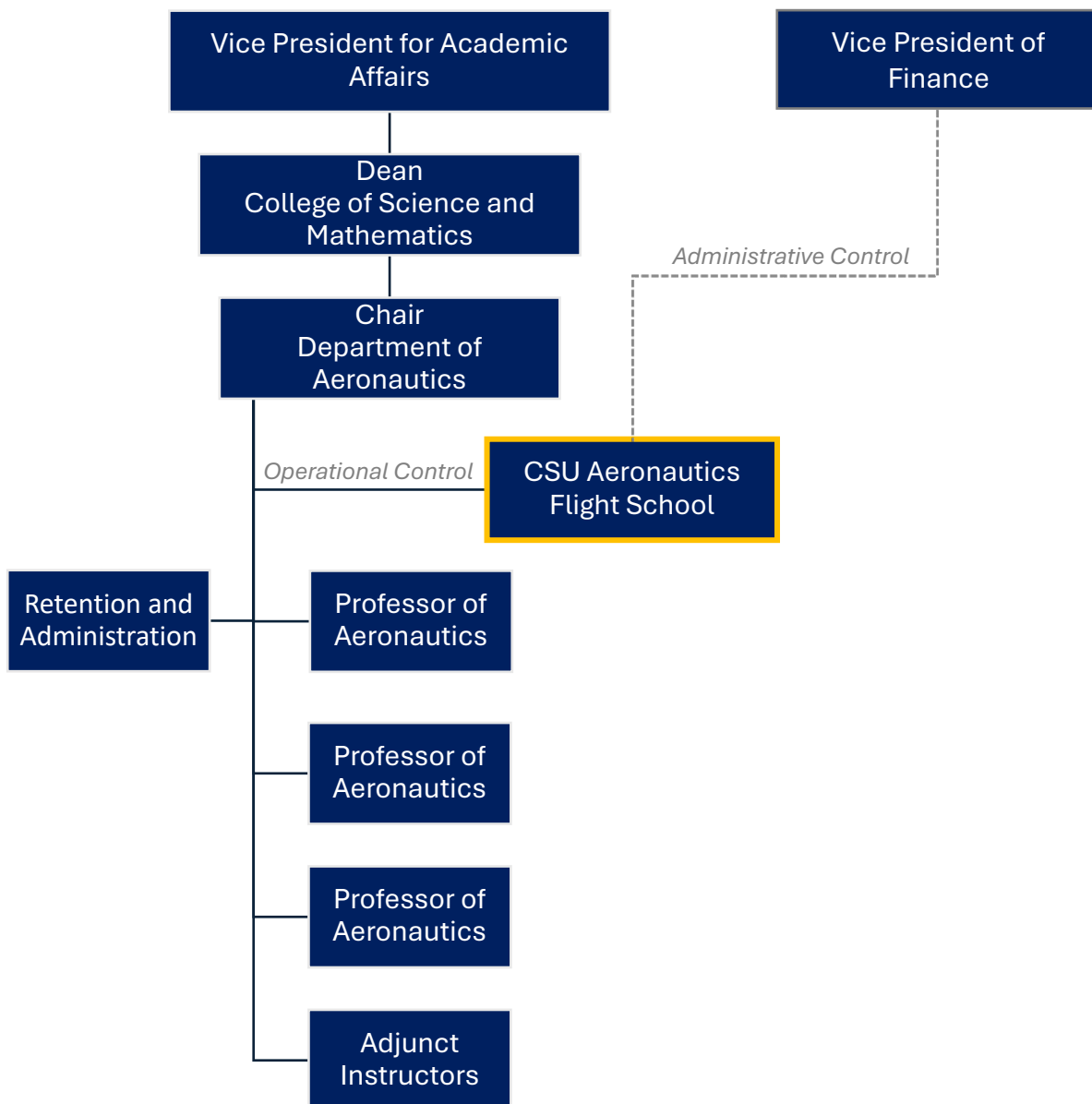
Existing Part 61 certificate holders with a current flight review are eligible to take the Part 107 Small UAS Initial (ALC-451) online training course in lieu of an FAA examination.

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



APPENDIX B - FLIGHT TRAINING



Chucktown Flight Training dba Charleston Southern University Aeronautics (CSUA) is a wholly owned subsidiary of Charleston Southern University and a certificated FAA Part 141 Pilot School. The CSUA primary office is located at Summerville Airport (KDYB) in Summerville, South Carolina. CSUA also operates at Berkeley County Airport (KMKS) in Moncks Corner, South Carolina.

Throughout this handbook, “management” refers to the following members of CSU Aeronautics:

- Amanda Aldea serves as the Flight Program Director
- Elliot Atkinson serves as the Chief Flight Instructor
- Brooke Pearson and Stephen Waddell serve as Assistant Chief Flight Instructors

A current list of instructors and staff can be found in Flight Schedule Pro (FSP).

The address of the Primary Business Office is:

890 Greyback Rd.
Summerville, SC 29483
Sales (843) 405-0750
Dispatch (843) 501-0803

The address of the Moncks Corner Office is:

616 Whitesville Rd
Moncks Corner, SC 29461
Sales (843) 405-0750
Dispatch (843) 501-0803

STATEMENT OF PURPOSE

Charleston Southern University Aeronautics’ mission is to support the academic goals of Charleston Southern University by providing high-quality and efficient flight training that enables students to achieve aviation aspirations through modern and safe equipment. We strive to maintain a professional and safe atmosphere conducive to student development and success in the field of aeronautics, while upholding standards that reflect favorably on Charleston Southern University.

FACILITIES

Offices at our Summerville location include a 2-story office (600 square feet) with pilot briefing tables and a dispatch area and a second office for two Frasca simulators (290 square feet). Public parking is available in the airport parking lot.

Offices at our Moncks Corner location include a 285 square feet office with a Frasca simulator and 3 pilot briefing areas, with 4 additional briefing areas in a temporary mobile office. Public parking is available in the airport parking lot.

EQUIPMENT

CSUA utilizes Diamond and Tecnam aircraft for training purposes. The fleet consists of Diamond DA20s, Diamond DA40s, Tecnam P-Mentors and Tecnam P2006Ts for multiengine training.

CSUA utilizes Frasca RTD, Redbird AATD and BATD flight simulators incorporated into the approved syllabi to the maximum allowable hours that may be logged for each course.

A current list of aircraft and simulators can be found in Flight Schedule Pro.

COURSES OFFERED

CSUA offers the following courses under 14 CFR Part 141:

1. Private Pilot Certification
2. Instrument Pilot Rating
3. Commercial Pilot Airplane Single Engine Land (ASEL)
4. Certified Flight Instructor (CFI)

CSUA offers the following courses under 14 CFR Part 61:

1. CFI-Instrument (CFI-I)
2. Multi-Engine Instructor (MEI)
3. Commercial Multi-Engine Land (CMEL)

INSTRUCTIONAL SCHEDULE

Training is conducted every day from 6:00 a.m. to 12:00 midnight. The CSUA offices are open Monday–Saturday from 9:00 a.m. to 5:00 p.m. however training can occur 7 days a week, 365 days-per-year.

PAYMENTS AND REFUNDS

Flight lab fees are billed to the student's CSU account and remitted to the flight school at the beginning of each semester. The funds are placed on the student's FSP account. Flight lab fees are based on an estimate of the cost to complete the required training, which includes aircraft rental, flight and ground instruction, fuel surcharges, and the administrative fee. Flight lab fees do not include the cost of the FAA DPE checkride and the aircraft rental for the checkride.

Rates:

- Aircraft rental: \$184/hr for Diamond DA20, \$229/hr for the Diamond DA40 and Tecnam P-Mentor, \$425/hr for the multiengine aircraft
- Flight and ground instruction: \$65/hr
- Multiengine flight and ground instruction: \$75/hr
- Administrative fee: \$800 per student, per semester
- Fuel surcharges: Vary based on fuel prices up to \$1.35/gallon

If a student requires additional training beyond the amount covered by their flight lab fees, their FSP account balance may be depleted. Students are not permitted to carry a negative balance without prior payment arrangements. Additional funds can be requested through CSU by emailing aeronautics@csuniv.edu, or students may pay the flight school directly.

Instructors are compensated by the hour for student supervision, demonstration of skill, and the communication of aviation expertise. The following qualifications apply:

- Flight instructors will record billable sessions in Flight Schedule Pro for flight training, ground training, pre/post-flight briefings, supervision of student safety, supervised solo flight, performance and knowledge evaluations, completing FAA required training paperwork, and flight dispatching.
- Instructors will not record billable sessions for hangar-keeping duties, cleaning the aircraft, independent and unsupervised student activity, or casual aviation-related conversation.
- Students are encouraged to schedule official ground school sessions with an instructor for aviation questions which cannot be answered in a few minutes to ensure the instructor is properly compensated for his/her time.

Training that is already completed is not refundable.

INSURANCE REQUIREMENTS

CSUA maintains liability and property damage on all aircraft. CSUA requires all renters or members who fly solo or as pilot-in-command (PIC) without an instructor to obtain a non-owned renter's insurance policy. The minimum aircraft damage liability required is \$1000. However, in the event of an incident, our insurance deductible is \$5000, so to avoid paying the difference out of pocket, we recommend at least \$5000 of aircraft damage coverage.

In the event of an incident or accident, if the pilot is deemed negligent, the pilot will be liable to aircraft owner and CSUA for all losses, damages, costs, awards, verdicts, or other expenses (including reasonable attorney fees and costs and loss of income) suffered by aircraft owner and CSUA related to such incident or occurrence that exceed insurance coverage. Failure to maintain required coverage will result in suspension of all flight activity until proof of coverage is presented.

Renters insurance must be uploaded and kept up to date in Flight Schedule Pro. We recommend AVEMCO (<https://www.avemco.com/products/renter?partner=CS06>).

DRESS CODE

Each student receives three CSUA polos at the start of the semester. Students are required to wear a CSUA polo and closed-toed shoes during all flight activities.

Students are strongly encouraged to dress appropriately for flight operations and the expected weather conditions. Flight lessons may be canceled for code of conduct violations or converted to ground instruction if a student is not dressed appropriately.

PREREQUISITES AND DOCUMENTS REQUIRED

All students must meet the requirements set forth by the TSA, FAA, and CSUA to conduct flight training with CSUA listed below. Each course contains pre-requisites per the Training Course Outline (TCO) for that course. Students must possess the appropriate ratings and/or certificates and must meet the medical requirements for pilot certification when training begins.

All courses have at a minimum the following pre-requisites:

1. Must be able to read, speak, write, and understand the English language.
2. Must meet the physical standards for at least a third-class FAA Medical Certificate.
3. Must be 16 years old to solo and 17 years old to earn a private pilot certificate.
4. Must be able to show documents required to meet TSA Citizenship requirements for flight training or have obtained TSA Approval through the Flight Training Security Program at <https://www.fts.tsa.dhs.gov/home>.

All students and pilots are required to submit the following documents during Lesson Zero before starting flight training:

1. Proof of US Citizenship or TSA Approval; students will receive a TSA endorsement in their logbooks from a flight instructor during Lesson Zero.
2. Completed CSUA Application package which includes:
 - a. Aircraft Rental Agreement
 - b. Liability Waiver
 - c. Acknowledgment of receipt of CSUA Safety Handbook
3. All students must submit documents listed below before they fly solo, PIC:
4. FAA Student or Pilot Certificate (as applicable for course of training)
5. FAA Medical Certificate (minimum of a Class III)
6. Proof of non-owned aircraft renter's insurance meeting minimum CSUA insurance requirements.
7. Completed Pre-Solo or Aircraft Written Checkout Test graded by CFI (as applicable)
8. Commercial Solo/Crew Acknowledgement (Commercial Students)

Copies of these documents will be uploaded to the student's Flight Schedule Pro profile. Students will not be allowed to fly if these documents are not uploaded to FSP before their flight.

An Aircraft Checkout in FSP is required to fly PIC or Solo. Flight instructor will create an Aircraft Checkout in FSP once the student has completed the aircraft checkout.

ENROLLMENT

During enrollment, students will be assigned a flight block and instructor for each semester. All students must attend a "Lesson Zero" event with their assigned instructor before commencement of their first flight training event. Each student will receive the following at the time of enrollment:

1. CSUA Application package
2. If the student is enrolling in a Part 141 course, they will receive an electronic certificate of enrollment per 141 requirements.
3. Approved Training Syllabus
4. CSUA Safety Handbook
5. This Student Handbook
6. Any other policies and procedures believed necessary to provide the highest standards of safety and operational control.
7. Flight Schedule Pro account credentials

Copies of acknowledgements and all signed paperwork are kept in Flight Schedule Pro.

CREDIT FOR PREVIOUS TRAINING

A student with previous flight training may be given credit towards the curriculum requirements for a Part 141 course according to Section 141.77. All previous training for a Part 61 course is transferred. During enrollment, the Chief Flight Instructor or Assistant Chief Flight Instructor will determine the amount of credit allowed and the amount of credit given for previous training. Evaluation of prior credit may be based upon a review of training records and other transcripts, oral and/or written examination, flight check, or a combination thereof. A written record of any previous training will be maintained in the student's Flight Schedule Pro training record.

SCHEDULING PROCEDURES

At the start of each semester, students are assigned a flight block flying 3 times per week on either a Monday, Wednesday, Friday schedule or a Tuesday, Thursday, Saturday schedule. All training events in Flight Schedule Pro will default to a 2.5-hour event which includes pre-brief, flight lesson, and post-brief. Training lessons start at 7:00 a.m., 9:30 a.m., 12:30 p.m., 3:00 p.m., or 5:30 p.m. unless more time is needed for the specific flight.

Students and their instructors may make temporary changes to accommodate training or add additional sessions for student progression. Instructors may agree to additional training

periods or events to the extent they do not interfere with other required activities. Students will be expected to be in communication with their instructor the day before a lesson to confirm.

CSU students are expected to arrive no later than 15 minutes prior to their scheduled flight to complete pre-flight dispatch. Students can expect that their instructor will use about 30 minutes (0.5 hours) for pre-flight instruction and post-flight debrief, as well as to update a student's logbook and other administrative actions.

All events, including ground school, are scheduled using the Flight Schedule Pro online scheduling application. Students will receive a login and password to establish their access to Flight Schedule Pro during enrollment.

It's the student's responsibility to login and monitor FSP daily to remain apprised of their training reservations. Students will receive notifications of any changes to their training reservations via FSP's automated email updates. The student's instructor may also reach out to the student via phone and/or text to discuss schedule changes.

AFTER HOURS PROCEDURES

Pilots should coordinate with their respective CFI or CSUA staff members (as applicable) to arrange for access to aircraft outside of CSUA office hours (9:00 a.m.–5:00 p.m. Mon–Sat). After hours at KDYB and KMKS, clipboard and headsets can be left in the lockbox.

CANCELLATIONS, NO-SHOWS, AND LATE ARRIVALS

We understand that periodic cancellations due to weather, emergent maintenance, or illness are unavoidable. This policy is implemented to ensure fairness to both our instructors and students and to maintain the integrity of our scheduling system.

Cancellations and Late Cancellations

We strongly recommend students confirm their availability with their instructor within 24 hours of their flight. An instructor or dispatch will notify the student as soon as possible if a flight must be canceled or rescheduled. This notification could be in the form of text message, phone call or an email notification from Flight Schedule Pro.

If a student must cancel a flight, they shall notify the instructor as soon as possible so the instructor can make reasonable attempts to schedule another student. Cancellations must be made 24 hours in advance. Late cancellations made within 24 hours of a lesson require a legitimate reason, such as illness, family emergency, or unforeseen circumstances beyond their control. Students who make a late cancellation without a legitimate reason may be subject to a late cancellation fee up to \$65 at our discretion.

Habitual cancellations can lead to the student being removed from the schedule and placed on probation.

No-Shows

When a student fails to show up for their scheduled training session without having contacted their instructor or dispatch in advance, the training session will be canceled, and a no-show fee of \$120 will be charged to the student's account.

Late Arrivals

Students are expected to arrive on time for their scheduled lessons. Late arrivals disrupt the lesson schedule and inconvenience both instructors and fellow students. If a student arrives late to a lesson without contacting their instructor or dispatch beforehand, a no-show fee of \$120 will be charged to the student's account. This fee may be removed if the student can show proof that they had a legitimate reason for being late. At the CFI's discretion, a late arrival can be counted as code of conduct violation, not as an absence.

Other Related Policies

CSU students are subject to CSU's attendance policies for flight training. Absences are defined as physical non-attendance.

LESSON GRADING

Each lesson will be graded in Flight Schedule Pro according to the following scale:

- **(S) Satisfactory:** all tasks met the completion standards. If the lesson is complete, the instructor will sign off on the lesson.
- **(U) Unsatisfactory:** one or more tasks did not meet the completion standards.
- **(I) Incomplete:** one or more tasks were not yet attempted.

COURSE ELEMENTS AND TEACHING OBJECTIVES

The training times shown in the syllabus for each lesson are offered as a guide to the instructor. Specified minimum times for an entire stage must be complied with, but time used for an individual lesson may be adjusted to the student's needs. The instructor is responsible for ensuring all minimum training time requirements for Part 141 or Part 61 are met.

This TCO provides a list of materials to be used for this course. Students and instructors will utilize these necessary training materials for learning and teaching flight lessons.

To provide a degree of flexibility for adapting to individual student needs and to accommodate for various training situations, including maintenance and weather, the Chief Instructor may elect to teach some lessons out of order.

COURSE COMPLETION

Students must pass all stage checks, meet all minimum FAA requirements and demonstrate the knowledge and skill requirements necessary for successful course completion. Training will continue until the student is proficient and passes the FAA knowledge and practical exams. For training completed under Part 141, an FAA approved Graduation Certificate is issued upon successful completion of the course of training. Graduation certificates expire 30 days after issuance and student will need to complete a check flight to be issued a new graduation cert.

TRAINING PROGRESSION

Students will complete the required training according to the approved syllabus.

It is possible that, despite a student's and instructor's best effort, the student exhibits non-progression in their flight training. CSUA management will make every reasonable effort to provide a pathway for a student to successfully complete their flight training. This may include:

- Changing a student's CFI
- Changing a student's training pace
- Reinforcing proper lesson preparation
- Provide extra ground training (at the student's expense)

A student exhibiting repeated instances of non-progress, such as the inability to meet a lesson's completion standards or failing a stage check, will undergo an administrative review by CSUA management that may result in probation, suspension, or termination of flight training with CSUA. It is CSUA's policy not to provide refunds for flight training already received. If the issue causing probation, suspension or termination is resolved satisfactorily according to CSUA Management, the student may be re-enrolled.

If the student needs to temporarily suspend flight lessons for any reason other than probation, the student may resume when they are ready without going through admission procedures.

STUDENT CONDUCT AND PROBATION

A student may be given an UNSAT grade on a lesson, a code of conduct violation, and/or placed on probation for any of the following reasons:

1. Exhibiting a pattern of one or more hazardous attitudes as defined by the FAA;
2. Exhibiting of a pattern of failing to properly self-prepare (read and study homework assignments) for each lesson;
3. Exhibiting of a pattern of being late or cancelling lessons for other than emergency situations;
4. Receiving two unsatisfactory stage check evaluations;
5. A continuing pattern of inability to consistently:
 - a. correlate or apply previously learned aviation knowledge prior to first solo, prior to cross-country solo, or prior to end of course preparations;
 - b. exercise proper ADM during training scenarios.
6. Violating school policy or standard of conduct;
7. Violating state or federal laws;
8. Violating professional behavioral expectation;
9. Using poor judgment regarding aviation safety;
10. Treating a flight instructor or staff member with disrespect;
11. Abusing aircraft, equipment or facilities.

The probationary period is determined by CSUA Management and will be communicated with the student in person. If the issue continues, CSUA, at its discretion, reserves the right to terminate the student from the training program.

ATTENDANCE

Effective flight training requires consistent attendance and active preparation and participation by the student. Coming prepared to train and learn will be the best way to ensure you get the most out of every ground, sim, or flight lesson and will ultimately allow you to complete the training in the shortest time and at the lowest cost. Students are expected to attend lessons at least three times per week to maintain good forward progress.

CSU students are subject to CSU's attendance policies for flight training.

STUDENT TRAINING RECORDS

All training records are stored in Flight Schedule Pro, and the student has access to their records at any time while they are enrolled. The syllabus is loaded into Flight Schedule Pro and each lesson the student completes is shown in Flight Schedule Pro. All training is logged in the student's logbook, and the student may obtain a copy of their records exported from Flight Schedule Pro on request. Records will be kept for at least fifty years.

SAFETY

We take Safety very seriously. If you observe any potential safety issue, please report it using the safety reporting form at <https://www.charlestonsouthern.edu/academics/college-of-science-and-mathematics/aeronautics/aeronautics-safety-report/>, which can be completed anonymously.

Students and pilots agree to comply with all applicable federal, state, local, and CSUA regulations with regards to the use of a CSUA aircraft, including the CSUA Safety Handbook. CSUA may at any time terminate aircraft access and/or flight training if a pilot is found negligent in their operation of any aircraft.

TOBACCO, DRUG, AND ALCOHOL USE

Smoking or the consumption of tobacco products (including e-cigarettes and smokeless tobacco) is not permitted in any CSUA aircraft, office, hangar, or on the airport ramp.

Students agree that they will not use illicit drugs while training with CSUA, and alcohol is prohibited within 8 hours of a flight lesson. Students will follow the IMSAFE rule to assess their fitness to fly.

TRANSFER OF FLIGHT TRAINING HOURS TO ANOTHER SCHOOL

At the request of a student, CSUA will provide, at no cost, one copy of the student's training records to students whose accounts are in good standing. Credit of flight training hours transferred to another institution will be determined by that institution according to Part 61 and Part 141 regulations, which dictate how transfer credit can be applied. **Charleston Southern University Aeronautics makes no claim or guarantee that credit earned will transfer to another institution.

HANDLING STUDENT COMPLAINTS

If a student has a complaint about a situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint

is about a general school policy over which the instructor has no jurisdiction, then the student may contact the chief instructor for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, a student may contact the South Carolina Commission on Higher Education. The school manager or chief instructor will provide the student with the necessary form which may also be accessed at the following link: https://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf.

LATE RETURNS FROM RENTAL, SOLO, AND CREW FLIGHTS

Students on a solo or crew flight and renters should be aware of scheduled events following their flight in that aircraft and make every attempt to get back on time. If they will not be back on time, they should let their Instructor and Dispatch know by texting the number for the CSUA location found in Appendix B of this document. If the student or renter frequently does not return on time due to controllable factors, they will be placed on probation.

APPENDIX C – AIR TRAFFIC-COLLEGIATE TRAINING INITIATIVE

Charleston Southern University's Aeronautics Department participates in the Federal Aviation Administration Standard Air Traffic-Collegiate Training Initiative (AT-CTI). Standard AT-CTI is a non-funded FAA initiative that provides the FAA with applicants who possess a broad-based knowledge of aviation and air traffic control suitable for Air Traffic Control Specialist (ATCS) training.

AT-CTI PROGRAM OVERVIEW

The CSU Standard AT-CTI program is an academic pathway that incorporates the FAA Air Traffic Basics (AT Basics) curriculum into designated courses. These courses are integrated through the CSU B.S. Aeronautics: Air Traffic Management degree plan.

The Standard AT-CTI program:

- Provides academic preparation in aviation and air traffic control consistent with FAA AT Basics learning objectives.
- Prepares graduates to be eligible, when endorsed, to bypass the FAA AT Basics Course and proceed directly to Initial Qualification (IQ) training at the FAA Academy, subject to FAA hiring and placement needs.
- Operates under the FAA Standard AT-CTI Resource and Participation Guide and applicable FAA policies in effect at the time.

RELATIONSHIP TO FAA HIRING AND TRAINING

Participation in CSU's Standard AT-CTI program does not guarantee employment with the FAA. Neither admission to the program, enrollment in AT-CTI courses, graduation from CSU, nor receipt of an AT-CTI endorsement ensures selection, placement, or continued employment as an FAA Air Traffic Control Specialist.

All hiring, selection, placement, and training decisions for ATCS positions are made solely by the FAA under its current policies. FAA policies, hiring needs, entry requirements, and training requirements may change at any time and without advance notice. CSU has no authority to alter or guarantee FAA hiring decisions, training slots, facility assignments, or career progression.

ATCS POSITION ELIGIBILITY (FAA REQUIREMENTS)

Students are responsible for understanding that eligibility for FAA ATCS positions is determined by the FAA and is subject to change. Current FAA requirements typically include, but are not limited to, the following:

- United States citizenship.
- Meeting applicable age requirements and any maximum entry age established by the FAA.
- Meeting FAA experience and/or education requirements specified in the job announcement.
- Successful completion of the Air Traffic Skills Assessment (ATSA) or any successor examination.

- Ability to speak English clearly enough to be understood over communications equipment.
- Successful completion of required medical examinations, psychological screening, and security investigations.
- Willingness and ability to relocate to FAA facilities nationwide based on agency needs.

Meeting these requirements and completing the CSU AT-CTI program does not guarantee that the FAA will select an applicant for an ATCS position.

STUDENT ADVISEMENT AND REQUIRED DISCLOSURES

Students who enroll in the CSU Standard AT-CTI program will receive written advisement that includes at least the following disclosures:

- The CSU Standard AT-CTI program is an FAA-recognized academic pathway and not a promise of employment.
- An FAA AT-CTI endorsement from CSU is required for a graduate to receive the statutory AT-CTI consideration from the FAA, but an endorsement does not guarantee hiring or facility placement.
- The AT Basics curriculum delivered through CSU coursework is a broad-based introduction to aviation and air traffic control. It is not specialized job training for a particular facility or position.
- AT-CTI is one of several pathways into FAA ATCS hiring. An individual does not have to be an AT-CTI graduate to apply for entry-level ATCS positions when eligible announcements are open.
- FAA hiring needs, policies, and job announcements can change with little or no notice based on National Airspace System requirements and federal workforce decisions.
- The role, weight, or existence of any hiring preference associated with AT-CTI may change at any time.
- CSU cannot guarantee that FAA ATCS announcements will be open when a student graduates, nor that the FAA will extend AT-CTI consideration to any specific graduating cohort.

Each AT-CTI student will sign a CSU AT-CTI advisement acknowledgement form confirming that these disclosures have been provided and understood. The signed form will be retained in the student's record consistent with CSU and FAA requirements.

AT-CTI CURRICULUM AND DEGREE REQUIREMENTS

The CSU Standard AT-CTI program is embedded within designated air traffic management and aeronautics courses that map to FAA AT Basics learning objectives. The specific degree program, course list, and any required sequence will be published in the CSU catalog and Aeronautics degree plans.

To participate in the CSU AT-CTI pathway, students must:

- Declare the CSU academic program specifically approved for participation in Standard AT-CTI.

- Complete all required aviation and air traffic control courses that CSU has mapped to FAA AT Basics objectives.
- Meet all university and departmental academic standards, including prerequisites, GPA, and progression rules.

Updates to course titles, numbers, or sequencing may occur as CSU refines the curriculum or as FAA requirements change. The most current approved degree plan controls.

STANDARD AT-CTI ENDORSEMENT POLICY

An FAA Standard AT-CTI endorsement is a formal certification from CSU to the FAA that a student has completed the CSU Standard AT-CTI program as defined at the time of graduation. The endorsement is not automatic.

To be eligible for a Standard AT-CTI endorsement from CSU, a student must:

- Successfully complete all required AT-CTI-designated coursework mapped to FAA AT Basics objectives.
- Successfully complete the approved degree identified by CSU as the Standard AT-CTI program.
- Maintain satisfactory academic standing and meet minimum GPA standards established by the Aeronautics Department for AT-CTI students.
- Meet all applicable conduct, professionalism, and integrity expectations set by CSU and the Aeronautics Department.
- Complete the required AT-CTI advisement acknowledgement form.

Endorsements are granted at the discretion of CSU's designated AT-CTI endorsing official(s). CSU may withhold, delay, or decline an endorsement if a student fails to meet academic, conduct, or professionalism standards, even if degree requirements have otherwise been met.

An AT-CTI endorsement:

- Confirms that the student has completed the CSU AT-CTI curriculum and degree.
- Authorizes the FAA to treat the graduate as having completed AT Basics for training purposes, subject to FAA policy in effect at that time.
- Does not guarantee that the FAA will select the graduate for an ATCS position, invite the graduate to the FAA Academy, or assign the graduate to any particular facility.

INSTITUTIONAL AND STUDENT RESPONSIBILITIES

Charleston Southern University Aeronautics will:

- Maintain an AT-CTI curriculum that aligns with current FAA AT Basics learning objectives and guidance.
- Designate an AT-CTI Program Coordinator as the primary liaison with the FAA AT-CTI Program Office.

- Maintain program records as required by the FAA Standard AT-CTI Resource and Participation Guide and CSU policy.
- Provide written advisement and disclosures to AT-CTI students as described in this appendix.
- Issue AT-CTI endorsements only to students who meet CSU's AT-CTI academic and conduct standards and who complete the approved degree and curriculum.
- Notify students in a timely manner if CSU's AT-CTI status changes or if significant FAA policy changes affect the program.

Students in the CSU AT-CTI program are responsible for:

- Complete required AT-CTI advisement and student record release documentation when requested.
- Monitoring FAA ATCS job announcements and application windows and applying directly to the FAA when eligible.
- Keeping their contact information and academic records current to support any future endorsement or verification.
- Maintaining professional conduct, academic integrity, and safety-focused behavior in all aviation and air traffic coursework and activities.
- Seeking advising early and often regarding degree progression, AT-CTI requirements, and FAA application timelines.