

# Course Conduct and Grading Policy

## Attendance Policy

- **Absences and Tardiness**

Students are required to attend all regularly scheduled classes for which enrolled. Students are required to be in classrooms on time for academics and be on time for flight appointments. Students that are late for an appointment, class, or flight are considered tardy. Students who are more than 15 minutes late for an appointment, class, or flight are considered absent. Pre-flight preparation is not generally considered part of the lesson. Please ask the flight instructor for which lessons include pre-flight as a part of the lesson. Pre-flight activities are to be completed prior to the scheduled flight lesson time allocated.

When absence from a class is necessary for any reason, the student must notify the instructor and arrange for make-up assignments.

- **Excessive Absences and Tardiness**

Cancellation of a scheduled flight appointment should be coordinated as soon as possible. At a minimum, cancellation must be made 24 hours prior to the scheduled flight/ground appointment. If the student does not cancel prior to the scheduled appointment or if the student misses the appointment, the student will be charged for the session to include ½ the cost of the scheduled airplane plus the full cost of the scheduled instructor.

Students may be administratively withdrawn (terminated) from any class or course for excessive absences or tardiness as follows:

- If a student accumulates 5 unexcused absences or tardiness for any class or course, the student will be notified in writing and placed on attendance probation.
- In the event the student accumulates an additional unexcused absence or tardy, the student will be notified in writing and administratively withdrawn from the course or class.
- If a student is administratively withdrawn from two or more courses or classes, the student may be terminated from their program of study. Students terminated from their program of study will receive written notification. For information regarding readmission please refer to “Readmission” in the catalog.

## **SATISFACTORY PROGRESS**

A student who fails to maintain satisfactory progress as listed below will be notified in writing and placed on academic/training probation for the following grading period. Failure to meet academic requirements during the probation period may result in termination from the course or program of study. Northwest Aviation College evaluates satisfactory academic progress two ways: qualitative and quantitative.

- **Qualitative Evaluation**

Grades for each student will be assessed quarterly by an academic advisor. Students must maintain a 2.0 on a 4.0 scale throughout training to be considered as making satisfactory progress. Refer to Northwest Aviation College's grading policy for a more detailed explanation.

Any student that has fallen below the minimum cumulative GPA requirement of 2.0 as reflected on the college transcript will be notified in writing that he/she have been placed on academic probation. The student will have until the end of the current academic year (based on initial enrollment term) to achieve a cumulative GPA of 2.0 or higher. Failure to achieve a cumulative GPA of 2.0 or higher after the academic year will result in an administrative withdrawal from the program. Additionally, a student will not be eligible to receive federal student aid and/or VA benefits if his/her cumulative GPA drops below the 2.0 threshold at any time.

Students enrolled in flight courses will receive on-going progress evaluations throughout the term by the students' primary flight instructor and as reflected in the students flight training record.

- **Quantitative Evaluation**

Students are expected to complete the program of study within 1.5 times the normal program length. Normal program lengths are listed in the academic information section for each program of study. On a yearly basis, evaluation of student progress will be performed to ensure the students' program will be completed within the allotted time period. If a student fails to obtain the required amount of credits in the first academic year, the student will be placed on probation and notified in writing. The student will then have the second academic year to make up the credits missed. If the student fails to achieve this requirement, the student will be administratively withdrawn (terminated).

## **Grading System**

Specific criteria for measuring academic and flight progress for a student is as follows:

---

Excellent	90-100%	=A	=4.0
Above Average	80-89%	=B	=3.0
Average	70-79%	=C	=2.0
Below Average	60-69%	=D	=1.0
Unsatisfactory	0-60%	=F	=0.0
Withdrawal		=W	N/A
Pass/Fail		=P/F	N/A
Incomplete		=I	N/A
Audit/No Credit		=N	N/A

---

Academic and flight courses are graded based on many different criteria set forth by the instructor. Each student will receive a course syllabus during the first day of class which reflects the criteria of that specific class. Some examples would be the instructor's make up work policy, attendance, participation, quizzes, homework, presentations and tests. The student will be given a final grade at the completion of the class based on the completion of the requirements set forth in the syllabus.

## **Leave of Absence**

A student may request a Leave of Absence (LOA) if he/she will be unable to attend classes for a period of time. The maximum period allowed for a LOA is 180 days after which the student will be administratively withdrawn if the student has not re-established satisfactory attendance. A LOA will typically be taken in lieu of an academic term, and the student is not withdrawn from the academic program during this absence.

In the event an urgent matter necessitates the student to request a LOA once an academic term is in session, and that leave is granted by the Northwest Aviation College, the student will have the opportunity to either disenroll from the class per the class withdrawal policy, or receive a grade of incomplete. If a grade of incomplete is issued, a written plan shall be provided on the grade sheet as to when the class will be completed as well as any additional requirements. This plan shall be signed by both the instructor and the student with a copy provided to the student and copy placed in the student's academic folder

To request a LOA, a student must complete a "Leave of Absence Request Form" which can be obtained from the student services office. Once submitted, the request is reviewed by the, Director of Education, the Chief Flight Instructor, and if the LOA is requested during an

academic term, the class instructor(s). The review process will determine if the student will still be able to complete the chosen program of study within 150% of the program length and that the student is able to maintain satisfactory progress as indicated above. Once a decision is made, the student will be notified in writing as to the approval or disapproval of the LOA.

### **Course Withdrawal**

A student who decides to withdraw from a class that is already in session must do so *prior to the end of the fourth class convening (unless approved by the Director of Education)*. Withdrawing after the fourth class will result in a grade being issued in accordance with the following “incomplete grades” policy. A student that drops or withdraws without completing and submitting the class withdrawal form will receive a grade of “F” for that class. Verbal communication with the instructor or not attending class does not constitute an official withdrawal.

### **Course Incompletion**

An instructor may record a student’s work as incomplete when the student has been delayed in completing the required work for good reason. Incomplete grades are to be made up according to a signed agreement between the instructor and the student, which is located on the course grade report. A copy of this agreement will be kept on file in the student’s academic records.

### **Incomplete Grades**

The “I” grade (incomplete) is temporary and may be given only at the end of a course when a student cannot complete the required work, because of severe hardship beyond his/her control, as determined and approved by the course instructor. The instructor and student must sign an “I” grade agreement outlining the course work to be completed. A grade of “I” must be converted to a letter grade by the date established by the instructor. This date can be no later than 90 days following the ending date of the course. Additional extensions approved after this period are considered an exception to policy and require both the concurrence of the instructor and approval by the Director of Education.

A student taking a course by independent study which will not be able to complete the course by the term ending date must make a written petition to the Director of Education. The petition must be received at least two weeks prior to the term ending date. A maximum extension of 5 weeks may be granted depending on the explanation of circumstances contributing to the justification for the incomplete grade. Appropriate third-party evidence corroborating the circumstances must accompany the petition.

If an extension is granted for any class, an “I” grade will be issued until the end of the extension. If the course is completed within the approved extension period, the “I” grade is converted to the grade earned. If a student does not complete the course within the specified extension period or the request for extension is not approved, the grade of “I” automatically converts to an A letter grade based on course work completed.

### **Repeating a Course**

A student may not repeat a course for which credit has been given except when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grade). Both grades earned appear on the transcripts and both grades will be averaged into the final grade point average.

A student who has earned an “F” in a flight class may only repeat the class with approval from the College Board. A petition must be submitted to the College Board explaining the circumstances of why the student failed the first time along with any appropriate documentation to state the case. The College Board will notify the student in writing with a Letter of Approval to Retake Flight Course or a Letter of Denial to Retake Flight Course.