

**School of Business and Aviation**

**Aviation – Professional Pilot Program Policies**

**APPROVAL:**

1. Next Policy Review:	<u>January 2014</u>
2. Admissions & Standards Committee:	<u>June 2009, September 2010, September 2011</u>
3. Education Council Committee:	<u>October 2011</u>
4. Effective:	<u>September 2011</u>
5. Minor Revisions:	<u>June 2009, June 2010, June 2011</u>
6. Archive Date:	<u>September 2007</u>

**PROGRAM OBJECTIVES**

The Aviation – Professional Pilot Program at Selkirk College is designed to train students for entry-level positions in the Canadian Airline Industry, and to provide students with the necessary background to keep pace with the advances in flight technology.

**PROGRAM STRUCTURE:**

1. The Program places students in a Company flying environment which allows them, through their additional operational duties, to demonstrate the ability to follow procedures and to work as part of a team.
2. The major airlines have advised the College that prospective professional pilots should be able to demonstrate the ability to complete successfully a heavy workload of courses in a limited time period, and that assessment of the individual's capabilities is based not only on how much he or she learns, but also on how quickly he or she learns.

---

Students in the Aviation – Professional Pilot Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website ([www.selkirk.ca](http://www.selkirk.ca)).

**PART I: ADMISSIONS POLICIES**

**A. ADMISSION REQUIREMENTS (FIRST YEAR)**

1. Academic

In addition to meeting the general entrance requirements for admission to Selkirk College, the applicant must meet the following Aviation – Professional Pilot Program requirements to be considered "fully-qualified":

- a) BC high school graduation or equivalent, including:
  - (i) a "C+" grade or higher in English 12.

- (ii) a "C+" grade or higher in Physics 11 or 12.
- (iii) a "C+" grade or higher in Principles of Math 12 or Pre-Calc 12

## 2. General

- a) An applicant must hold a valid Private Pilot Licence.
- b) Applicants must possess a valid Category 1 Medical Certificate.
- c) Applicants must show availability of funds to complete the two-year program.
- d) Applicants must complete a personal interview conducted by the Aviation Program.
- e) Applicants must complete the entrance tests provided by the Aviation Program.
- f) Hold a valid passport.

## B. SELECTION OF CANDIDATES (*See also Selkirk College Policy 8610*).

- 1. Applicants who are considered "fully-qualified" will be offered a seat in the program by the Registrar, on a first-come, first-served basis.
- 2. Applicants who are considered "partially-qualified" will be placed on the "wait list". If vacancies occur, seats in the program may be offered to applicants on the "wait list" on the basis of "best-qualified".

## C. ADMISSION REQUIREMENTS (SECOND YEAR)

- 1. Successful completion of first year of Aviation – Professional Pilot Program is required for admission to second year. For details see Part II, C.
- 2. There is no provision for direct entry to second year.

## D. ADVANCE CREDIT

- 1. A student who has successfully completed any of the following first year college/university courses, or equivalents, may be given advance credit:
  - a) English 110, English 111.
- 2. Course equivalency will be determined in accordance with Selkirk College Policy 8610.
- 3. Advance credit will not be considered for Aviation courses.

## E. RE-ADMISSION

- 1. Once admitted to the Aviation – Professional Pilot Program, a student is expected to complete the program in two consecutive years.
- 2. Students who are dismissed from the Aviation – Professional Pilot Program will not be re-admitted at any later date.
- 3. Students in good academic standing may request a leave of absence due to medical, financial, or other reasons and will be considered for re-admission on an individual basis:
  - a) subject to the availability of a seat in the program.

- b) normally a leave of absence is for one year.
  - c) exact date and conditions of return will be identified in the leave of absence.
4. A student who is admitted to second year and who does not proceed directly into second year, must apply for a leave of absence as specified in section E.3 above

## PART II: PROMOTION POLICIES

### A. DEFINITIONS

Aviation Academic course: is any aviation classroom course; i.e. AVIA 120, 130, 140, 150, 160, 161, 201, 220, 230, 240, 250, 261, 271.

Aviation Practical course: is any flight or simulator course; i.e. AVIA 100, 110, 200, 210

Progress Check: A test of competence in an aviation practical course.

### B. EVALUATION

#### 1. Grading

- a) Grading for University Arts and Sciences and Aviation courses will be based on the categories defined in Selkirk College Policy 8610.

% Grade	Letter Grade	GP Equivalent
95-100	A+	4.00
90-94	A	4.00
85-89	A-	3.67
80-84	B+	3.33
75-79	B	3.00
70-74	B-	2.67
65-69	C+	2.33
60-64	C	2.00
55-59	C-	1.67
50-54	P	1.00
0-49	F	0.00
Did Not Withdraw	DNW	0.00

#### 2. Grade Requirements:

- a) Minimum of "C-" in all University Arts and Sciences courses. Students must also ensure that any course pre-requisites are satisfied: normally a grade of "C" or better.
- b) Minimum of "B-" in each Aviation Academic course.
- c) Minimum of "C+" in the final exam in each Aviation Academic course.
- d) Minimum of "C" average in each Aviation Practical course.
- e) Transport Canada Tests
  - (i) Each Transport Canada written exam must be passed. One rewrite may be allowed with

the permission of the CFI or designate.

- (ii) Each Transport Canada flight test must be passed. One retest may be allowed with the permission of the CFI or designate.

#### C. PROMOTION

The performance of each Aviation student is normally evaluated and reviewed a minimum of four times during the year – approximately at mid semester and the end of each semester

To enter a new semester or second year, a student must have:

1. All the grade requirements listed under Grade Requirements above.

#### D. PROBATION (See also Selkirk College Policy 8610)

1. Academic Probation is based on performance in aviation courses.
2. A probationary letter will specify the requirements of the probation and the necessary elements of a remedial action plan. It is the student's responsibility to fulfill the requirements of the remedial plan and complete the requirements of the probation.
3. Aviation Academic Courses
  - a) A student will be placed on (Academic course) probation at the mid semester review if any Aviation Academic course grade is less than a "B-".
  - b) Only two (2) Academic course probations will be permitted in the program.
4. Aviation Practical Courses
  - a) A student will be placed on (Practical course) probation in the event of a failed Simulator or Flight exercise in an Aviation Practical course.
  - b) The probationary letter will require the student to successfully complete a progress check for the failed exercise.
  - c) Only two (2) Practical course probations will be permitted in the program.
5. Behavioural Probation is based on behavioural problems which have been noted by College instructors and/or staff at any time, and which would be considered unsuitable in a professional pilot employed in the Aviation industry. Professional Attributes evaluated are such values as: honesty; integrity; professional attitude; motivation; maturity; responsibility; self-discipline; and teamwork.
  - a) Only one (1) behavioural probation will be permitted in the program.
  - b) Behavioural probation status will be reviewed by the aviation faculty normally within eight (8) weeks. If there are no reoccurrences the student will be removed from behavioural probation.

#### E. DISMISSAL/EXCLUSION

- a) A student will be dismissed for the following reasons:
  - (i) Not meeting the grade requirements above
  - (ii) Failing any Transport Canada exam or flight test (see conditions above)

- (iii) Reoccurrence of inappropriate behaviour during or after a behavioural probation.
- (iv) Not meeting the conditions of academic probation for an Academic course or a Practical course.

F. APPEAL (see *College Policy Student Appeals Policy 8400 for complete details* )

- a) A student dissatisfied with a final grade or program decision (e.g., probation, exclusion, dismissal) may appeal the College's action by following this sequence:
  - (i) Contact the course instructor in writing within five working days.
  - (ii) Contact the School Chair in writing within five working days.
  - (iii) Contact the Dean in writing within five working days.

NOTE: A student ombudsperson may be available to assist the student in this process.

NOTE: While in the appeal process, students may attend classes but will not be scheduled for flight or simulator exercises since this affects the other student's grades.

G. ATTENDANCE (See also *Selkirk College Policy 8610*)

- a) All preparations for flights, Simulator lessons, and classes must be complete prior to the scheduled start of the lesson so that instruction may commence at once (i.e. "ready to go" at the scheduled time).
- b) A "no-show" or "late-show" in Flying or Simulator is considered a failed exercise and is assessed an "F" grade.
- c) Tardiness for class may result in a student being barred from admission to the class and may result in a behavioural probation.

H. EXAMINATIONS (See also *Selkirk College Policy B3009, Final Examinations.*)

- a) Examinations are held in mid-semester and at the end of each semester, corresponding approximately to October, December, February, and April.

I. GRADUATION

The requirements for graduation in Aviation – Professional Pilot Program are:

- a) Completion of the following First Year courses to the standards specified in Part II C:

AVIA 100	Intermediate Flight Training
AVIA 110	Introductory Ground Instrument Training
AVIA 120	Meteorology
AVIA 130	Air Law
AVIA 140	Aircraft Systems
AVIA 150	Crew Resource Management/Pilot Decision Making and Airmanship
AVIA 160	Navigation and Flight Planning
AVIA 161	IFR Procedures
ENGL 110	College Composition
ENGL 111	Introduction to Literature

b) Completion of the following Second Year courses to the standards defined in Part II, C:

AVIA 200	Advanced Flight Training
AVIA 201	Flight Operations
AVIA 210	Advanced Ground Instrument Training
AVIA 220	Advanced Meteorology
AVIA 230	Air Law for Commercial Operations
AVIA 240	Transport Aircraft Systems and Operations
AVIA 250	Crew Resource Management/Pilot Decision Making and Airmanship
AVIA 261	Aircraft Electronics
AVIA 271	Aerodynamicis
TWC 250	Aviation Communications

c) Possession of a Commercial Pilot Licence.

d) Possession of a Multi-Engine Instrument Rating.

e) Successful completion of the IATRA (Aircraft Type Rating – Aeroplane) written exam

f) Submission of fully completed and signed Pilot Training Record to Transport Canada.

### **PART III: GENERAL POLICIES**

#### **A. TIMETABLES**

1. Because the program is dependent on factors such as weather and maximum utilization of equipment, the normal College week of 8:00 a.m. to 4:00 p.m. is not adhered to.
2. Students may be scheduled for classes, flying, or Simulator at anytime.
3. First year will end when classes, flying and Simulator are completed, this generally being at the end of April.
4. Second year continues beyond the above point at Abbotsford, and students are on course until released from flying training in Abbotsford, this generally being at the end of June.

**B. FINANCES**

1. Flying fees are estimated based on anticipated aircraft costs, and may be increased if flying costs escalate faster than anticipated.
2. Flying fees are due on the first day of classes in September and January, and for second year students also on 1st April.
3. After actual flying costs have been calculated and subtracted from each student's payments, any resulting overpayment will be refunded at the end of each year. Since certain costs are not charged to Selair until late in the calendar year, such refunds should not be expected until early the following calendar year.
4. Students are required to pay flying fees in instalments on the dates specified in Aviation Policy III B 2. Any student who fails to maintain a minimum balance of \$200.00 in their flying account will be grounded for being in arrears. A student who fails to pay semester flying fees in full within 10 calendar days of the date specified in Aviation Policy III B 2 will be charged a late fee. A student who fails to pay semester flying fees in full within 30 days of the date specified in policy III B 2 will be required to withdraw from the Aviation Program.
5. On field trips, students are responsible for meals, miscellaneous expenses, and part or all of transportation/accommodation costs. First year students should expect a Survival course (3-4 days), while second year students should expect an Airline Familiarization tour in Vancouver (4 days), Physiological Training in Spokane (2 days), and Advanced Instrument flying training in Abbotsford (6-8 weeks – students are responsible for all their costs during this period).
6. On cross-country flights, students are expected to carry sufficient funds to enable an overnight stop in the event of inclement weather or aircraft unserviceabilities, and to take a Selair gasoline credit card with them in the event refuelling becomes necessary.
7. Students must have a valid passport and/or Visas as required.

**C. FOLLOWING INSTRUCTIONS**

1. All instructions, written or verbal, from the following sources are to be followed:
  - a) Selkirk College staff.
  - b) Examination booklets.
  - c) Written documentation including:
    - (i) Flight Operations Manual.
    - (ii) Canadian Aviation Regulations.
    - (iii) Airport regulations (buildings, roads, etc.).
    - (iv) Standard Operating Procedures
    - (v) Program Manual
2. Failure to follow these instructions could result in a student being placed on probation or in expulsion. (see *Selkirk College Policy 8610*)

**D. GROOMING, DRESS, AND DEPARTMENT**

1. Dress Code is mandatory when engaged in College educational activities between the hours of 0700 and 1800 daily, and at any other time when involved in Aviation related activities such as field trips.
2. The dress code is:
  - a) White shirt (long or short sleeve) with epaulets; no pattern or crests
  - b) Navy blue dress slacks
  - c) Navy blue clip-on tie with college crest or pin
  - d) Suitable dress shoes (black)
3. Male students are expected to be clean-shaven. A moustache is acceptable.
4. Hair must be clean, groomed, a conservative cut and a natural hair color. Females with long hair shall keep their hair in a bun or a pony tail.
5. Dress should be neat and clean, and pressed in accordance with the Program's consistent dress code.
6. A high standard of personal cleanliness is expected; this is vital due to the confined quarters of light aircraft.
7. During training and on field trips, students will come into contact with potential future employers and the impression made may well be remembered at a later job interview.
8. An instructor will exclude a student from participation in a field trip or visit if the student is not suitably attired or in a presentable state. See also Selkirk College Policy 8610.

**Notes:**

Aviation students are in training to become professional pilots and therefore are expected to look, dress, and act like professional pilots as per airline regulations.

Blue jeans or other casual style pants are not acceptable. Running shoes or other similar sport shoes are not acceptable. Logos and writing on undershirts must not show through outer shirts.

Female students who wish to wear a navy blue skirt rather than slacks may do so for non-flight activities (such as class or field trips.) Skirts are not acceptable for flight wear (see below.)

Male students may not wear earrings or other visible piercings. Female students may wear no more than one earring stud in each ear and no other piercings. For all students jewellery is limited to no more than one watch and one finger ring.

***Flight Wear***

Students will wear the consistent dress above for all flights except that skirts are not acceptable for flight wear.

In addition students are required to wear suitable outer clothing for the weather along the entire route. Remember that there will be snow in the mountains from mid October onward. Therefore students should always bring winter jackets, gloves, hats, and boots for all flights from mid October through April.

Students not following the above will be barred from flying, simulator and classroom.



***Dispatch Wear***

Dispatchers will follow the dress code above and will wear the high visibility vest. Dispatchers may put on coveralls for operations such as fuelling or cleaning aircraft.

**E. DISPATCHING**

1. Each student is scheduled for duty as flight operations dispatcher on a rotating roster throughout the year.
2. The students will be trained before being assigned dispatching duties.
3. The dispatcher, where scheduled classes permit, must be on the job from a half hour before the first booking until the next dispatcher takes over or all the aircraft have returned and been secured.
4. The dispatcher will normally do no flying during his/her period of duty.
5. The dispatcher must remain seated at the dispatch desk unless performing dispatch related duties.
6. The dispatcher must be performing only dispatch duties as per job description while on duty.

**F. ABBOTSFORD (SECOND YEAR)**

1. Students are responsible for all their accommodation, food, and travel costs during this phase of training.
2. Because some students will complete their training before others, students completing their training early will be expected to remain on site for a period of time to be determined by the instructional staff, to dispatch and fly as mutual partners with students still in training.