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## **Aviation Science Department**

### **Flight Training Assignment and Academic Progress Policy**

Dear Students and Parents,

As part of California Baptist University's ("University") commitment to safety, fairness, and excellence in pilot training, the following instruction outlines how flight block scheduling is assigned and what academic and training benchmarks must be met to remain in good standing within the program.

#### **Pre-Aviation Program Overview (Incoming Freshmen)**

Before being assigned a flight block and being accepted in Aviation Flight, students must (1) successfully complete Private Pilot Ground School (FLT 116) with a grade of B- or higher and (2) demonstrate satisfactory completion of the FAA Private Pilot Knowledge (Written) Exam. (3) They must also have a Residential (CBU) GPA of 2.5 or higher.

#### **Flight Block Assignment Based on Registration and Availability**

- Flight Blocks will stop being assigned five (5) days prior to the beginning of the semester. Once your flight block is confirmed, you can then proceed and build your academic schedule.
  
- If you miss the initial flight block assignment before the semester, you can attempt to sign up before Term 2 of the semester starts.
  
- Students will be scheduled for flight training blocks based on order of commitment to the University and availability of aircraft and instructors.
  
- Students who are unable to be scheduled during their freshman academic year due to limited availability will be given priority during the summer session following their freshman year.

#### **Training Milestone Requirements and Academic Continuation Standards**

To ensure student success and responsible use of department resources, the following milestones must be met:

##### **1. Solo Flight Requirement**

- Students are expected to complete their first solo flight by Hour 25 of flight training.



- If a student has not soloed by Hour 25, they will be referred to a Human Factors Review Board for evaluation and support.
- If a student has not soloed by Hour 35, they may be subject to separation from the flight program based on departmental review.

## **2. Private Pilot Certificate Completion**

- Students must complete their Private Pilot Certificate within 12 months of completing ground school.
- Failure to meet this requirement will result in separation from the program, unless a waiver is granted based on extenuating circumstances.

## **3. Private or Instrument Ground School**

- Students who fail Private Pilot or Instrument Ground School twice (not passing FAA written exam or course) will be subject to separation from the program.

## **4. Minimum GPA Requirement for Flight Program Eligibility**

California Baptist University requires all undergraduate students to maintain minimum academic standards to remain enrolled. University policy states:

- A minimum cumulative GPA of 2.0 is required to graduate.
- Students who fall below institutional GPA thresholds may be placed on Academic Probation, Academic Suspension, or Academic Disqualification.

In addition to these University-wide requirements, the Aviation Science Flight Training Track maintains program-specific standards necessary to ensure student proficiency, safety, and professional readiness.

### **I. Aviation Science Flight Training GPA Requirement**

To remain eligible for enrollment in the Aviation Science – Flight Training Track, students must maintain:

- A minimum cumulative GPA of 2.5 or higher. This requirement applies to all students actively engaged in or approved for flight training activities under the CBU Aviation Science Department.

### **II. Monitoring and Compliance**

Students whose cumulative GPA falls below 2.5 will enter Aviation Academic Review and may be subject to:

1. Temporary suspension of flight privileges
2. Mandatory academic planning meetings with:



- Director of Curriculum, and/or
  - Assigned Student Success Coach
3. Review by the Aviation Human Factors Review Board
  4. Required participation in academic support or remediation activities.

Students who do not return to a minimum cumulative GPA of 2.5 within the designated review period may be removed from the Flight Training Track and redirected to eligible aviation degree pathways such as Aviation Management, pending advisor approval.

### **III. Relationship to University Scholastic Regulations**

This policy does not replace University-wide academic regulations. Instead, it functions as a program-specific standard in addition to the following institutional policies:

- Academic Probation (minimum 2.0 cumulative / 1.7 semester GPA)
- Continued Probation (2.3 semester GPA)
- Academic Suspension
- Academic Disqualification

Students may simultaneously be subject to both University Academic Standing and Aviation Program Eligibility determinations.

### **IV. Notification**

Following each academic semester, the Aviation Science Department will review student GPAs and send written notification to any student whose academic status impacts their flight eligibility.

All appeals related to program eligibility must be submitted in writing to the Chair of the Aviation Science Department within deadlines stated in the notification letter.

### **V. Policy Review**

This policy will be reviewed annually by the Aviation Science Department and amended as necessary to align with University standards, accreditation requirements, and FAA guidance.



## **5. Training Locations**

### **I. Private Pilot Flight Labs**

All flight operations will be out of KCNO (Chino Airport) or as directed by Director of Flight Operations.

### **II. Instrument and Commercial Flight Labs**

All flight operations will be out of KRAL (Riverside Airport) or as directed by Director of Flight Operations.

## **6. Satisfactory Progress “SP” Grades**

Students are issued flight lab grades of “SP” when completing a flight lab that extends outside of the semester. If a grade of SP is not changed to a passing grade within twelve (12) months of the issuance of the SP grade, the grade automatically becomes an F and credit for the course may be obtained only by repeating the course. An SP grade may not be used to extend the six-week time frame of an Incomplete Grade. If you are graduating with an SP on that semester, you will not be eligible for housing, or meal plans based on University policies the following semester, you will be a graduate finishing up flight program lab. After graduation, you must enroll into the FLT200 Aviation Flight Continuation course every semester until you complete the flight lab(s).

## **7. Alcohol and Drug Violations – Aviation Flight Laboratories**

Students enrolled in Aviation Science flight laboratories are subject to all conduct standards and disciplinary procedures established by California Baptist University’s Standard of Student Conduct as set forth in CBU’s Student Handbook. Any violation involving alcohol, illegal drugs, controlled substances, or being under the influence will be addressed in accordance with the University’s judicial process and may result in sanctions as outlined in CBU’s Student Handbook. These sanctions may include, but are not limited to, warnings, fines, educational requirements, probation, suspension, or expulsion depending on the severity of the violation. In addition to University-imposed sanctions, participation in Aviation flight laboratories and related operational activities may be restricted, suspended, or revoked as a loss of privileges under University policy.

Sincerely,

Chair, Aviation Science Department  
California Baptist University