



**BACHELOR OF SCIENCE IN  
AVIATION  
Flight Instructor Concentration**

**STUDENT HANDBOOK**

**Academic Year 2026 - 2027**



The information in this handbook is produced by the faculty and staff of the Aviation Program. Its purpose is to provide the student with information about the aviation program and the policies specific to the Bachelor of Science in Aviation Program at the University of Maine at Augusta. The policies in this handbook are regularly reviewed and are subject to change. Students enrolled in aviation courses will be notified of changes when they are made.

Since it is the student's responsibility to be aware of the policies and procedures which regulate the administration of the program, and to adhere to them fully, the information is provided in this separate program handbook so that students have easy access to the information. Please note that the information in this handbook complies with and complements the information in the UMA Catalog and the UMA Student Handbook. The UMA Aviation program abides by the University of Maine at Augusta policies and procedures. Students are directed to the UMA student handbook for student related policies and procedures.

It is recommended that students keep the handbook with their course related materials for referral when needed. If you have questions about any of its content, please discuss it with your aviation advisor or stop by the College of Professional Studies office.

Please refer to the University of Maine at Augusta's Student Handbook (<http://www.uma.edu/studenthandbook.html>) for the following policies of relevance to students in the Aviation Program.

- Address/Name Change Policy
- Class cancellation and or Declaration of Administrative Leave due to Weather or other
- Emergency situations (School Closing Policy)
- Drug Policy
- Equal Opportunity Policy
- Policy on Guests in the Classroom (including children)
- Sexual Harassment Policy
- Student Academic Grievance Policy
- Student Academic Integrity Code
- Student Conduct Code
- Title IX Policies
- University Policy on Alcohol and Illegal Drugs

## TABLE OF CONTENTS

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| AABI Accreditation Status of Aviation Program                             | 5  |
| Academic Honesty                                                          | 5  |
| Add/Drop and Withdrawal Policies                                          | 6  |
| Advisor Information                                                       | 7  |
| Aircraft Renter's Insurance                                               | 7  |
| Attendance                                                                | 7  |
| Aviation Curriculum - Bachelor of Science in Aviation Sample              | 8  |
| Aviation Program Outcomes                                                 | 10 |
| Aviation Flight and Ground Training                                       | 11 |
| Brightspace Use Policy                                                    | 11 |
| Course Materials                                                          | 12 |
| FAA First or Second Class Medical Certificate                             | 12 |
| Faculty and Staff Lists                                                   | 12 |
| Grading, Examination, and Missed Flight Policies for all Aviation Courses | 13 |
| Request for a Grade of Incomplete in AVI Flight Courses                   | 14 |
| Request for a Grade of Incomplete in AVI Ground Courses                   | 15 |
| Academic Warning and Program Dismissal Policy                             | 16 |
| Student Compliance Immunization, Health History & Physical Exam           | 18 |
| Student Compliance with Health Insurance Documentation                    | 17 |
| Non-Citizens                                                              | 19 |
| Financial Aid                                                             | 20 |
| Handbook Acknowledgement                                                  | 21 |
| Veterans Benefits Recipients Policies Acknowledgement                     | 23 |
| Aviation Fee Structure                                                    | 25 |

## **AABI ACCREDITATION STATUS OF AVIATION PROGRAM**

UMA's BS in Aviation program is an educational member of Aviation Accreditation Board of International (AABI). The program will apply for full accreditation after the graduation of the first cohort of students. The AABI website is [www.aabi.aero](http://www.aabi.aero). The contact information for AABI is listed below:

Aviation Accreditation Board International  
3410 Skyway Drive, Auburn, AL USA 36830  
Phone (334) 844-2431  
Fax (334) 844-2432

UMA's BS in Aviation represents a public-private partnership with Maine Instrument Flight (MIF), the flight school located at Augusta State Airport, Augusta, Maine, with additional locations in Brunswick and Bangor.

Through the UMA BS in Aviation degree program, UMA and MIF will equip students to earn the four FAA certifications and/or rating as follows:

UMA Part 141 Private Pilot Ground and Part 61 Private Pilot Flight through UMA's In-House Private Pilot Course resources.

MIF: Part 141 Instrument rating in the second year, Part 141 Commercial pilot in the third year, and flight instructor in the fourth year. Students who possess a valid Commercial Rotary-Wing certification can register for the Commercial Add-On course to transition to Fixed Wing certification.

## **ACADEMIC HONESTY: STATEMENT OF POLICY AND PROCEDURE**

ACADEMIC HONESTY refers to the adherence to ethical standards which keep faith with the integrity of various academic processes which measure student performance such as examinations, written work and all other formal representations made by students.

### **PROCEDURE:**

Any faculty member who encounters an alleged incident of academic dishonesty by a student shall follow the procedure of the University of Maine at Augusta Student Academic Integrity Code.

Please refer to the procedures of the Student Academic Integrity Code outlined in the UMA Student Handbook on the UMA website.

## **ADD/DROP AND WITHDRAWAL POLICIES**

### **ADD/DROP POLICY:**

Please refer to the University of Maine at Augusta Policy for adding and dropping courses. The policy is found on the UMA website.

### **WITHDRAWAL POLICY:**

Dropping ALL courses constitutes a withdrawal and is subject to the following refund percentage:

#### **ACADEMIC YEAR REFUND PERCENTAGE – Non-Aviation Courses**

##### Semester/Session 12 Weeks or Longer

|                                                         |                          |
|---------------------------------------------------------|--------------------------|
| Cancellation prior to the first day of semester/session | 100% of tuition and fees |
| Withdrawal/drop prior to the end of the second week     | 100% tuition and fees    |
| Withdrawal prior to the end of fourth week              | 75% tuition and fees     |
| Withdrawal prior to the end of the sixth week           | 50% tuition and fees     |
| Withdrawal prior to the end of the eighth week          | 25% tuition and fees     |
| Withdrawal after eighth week                            | 0%                       |

#### **ACADEMIC YEAR REFUND PERCENTAGE – Aviation Flight Courses**

|                                                         |                                       |
|---------------------------------------------------------|---------------------------------------|
| Cancellation prior to the first day of semester/session | 100% of tuition and fees              |
| Withdrawal/drop after start                             | Dependent on Flight expenses incurred |

##### Withdrawal Financial Aid Information

Recipients of financial assistance from UMA are required, as part of the withdrawal procedure, to talk with a financial aid officer prior to leaving the University. Please call 621-3455, or stop in the Student Financial Services Office (Financial Aid) located in the Randall Student Center. Students receiving VA benefits should contact the VA Benefits Officer in the Registrar's office or call 621-3458.

##### Withdrawal Grading Policy

Students who withdraw at any point during the first half of the semester receive a grade of W (withdrawn). Students who withdraw during the second half receive a grade of W or WF (withdrawn or withdrawn failing) as assigned by the instructor. It is critical that a student formally withdraws from a course. Failure to do so will result in either an "F" or "L" grade. A WF is calculated into the GPA as a failing grade. A W is not calculated into the GPA.

## WITHDRAWAL GRADES IN AVI COURSES:

A grade of “W” (Withdrawal) is given to a student who withdraws from an AVI course in good standing. Students who withdraw from the Aviation Program with a grade of “W” (Withdrawal in good standing) are eligible to apply for readmission.

Procedure for readmission after withdrawing in good standing from all AVI courses:

A student who has withdrawn in good standing from the AVI program must submit a UMA re-entry application to the UMA admissions office. Students’ readmission is considered on a space-available basis.

## ADVISOR INFORMATION

Upon admission, each student at UMA is assigned a faculty member from the Aviation Program and a Student Services Coordinator to act as her/his advisor. Your advisor information can be found on Maine Street. The role of the faculty advisor and Student Services Coordinator is to:

1. Advise and assist students in selecting course work to satisfy program requirements and approve wish lists in Maine Street prior to student registration of courses.
2. Provide career planning assistance, information and referral;
3. Refer students to other college support services;
4. Assist the student in productive problem-solving for personal and academic concerns.

Students are required to contact their advisor for registration, add-drop changes, or to initiate the process for withdrawal from a course or the program. Your Faculty Advisor is vital for correct course selection, which will ensure your academic experience at UMA is both successful and timely.

To contact your advisor, refer to your student information page in Maine Street or the UMA Faculty and Staff directory located in this handbook for faculty office numbers and phone extensions. All appointments for advising are made directly by the student with the Aviation program faculty advisor.

## AIRCRAFT RENTER’S INSURANCE

Students in the aviation program are required to maintain aircraft renter’s insurance in accordance with current Maine Instrument Flight policies.

## ATTENDANCE

The aviation program requires a time commitment unlike most of the traditional university programs. Aviation students need to schedule at least **3 flights each week**. Most flights are completed within a 2.5 hour block of time; some take longer. Aviation students may also participate in simulation training in UMA’s full motion RedBird simulator, MIF’s Noble Cirrus

Simulator, and UMA's Virtual Reality Lab. Additional time will be available to help students maintain currency and help offset weather related downtime.

As an aviation student, you will need to budget your time to allow for your flight training, your other academic courses, study time and homework, personal life, and work. Students need to maintain a schedule that makes completion of the flight course within the semester possible. However, cancelled flight lessons are inevitable due to inclement weather. Students that are unable to complete a flight course within the semester may receive an additional one-semester extension (incomplete grade). Students must request the extension which will be considered on a case-by-case basis. Students that have not maintained an adequate flight schedule will not be allowed to register for the next level flight training course and could also risk failing the course and being dropped from the aviation program.

Each student is encouraged to own an electronic logbook. This can be part of a ForeFlight subscription or one of the many other options available. Entries by the student can be signed electronically by their flight instructor.

Each airplane must be thoroughly inspected by the student prior to every flight. This is known as the preflight inspection, or preflight. You are expected to arrive suitably early of the scheduled time of your lesson to perform this and perhaps other required tasks. Aviation students will take an active role in scheduling their flight lessons.

**Not showing up for a lesson that you have scheduled, known as a “no-show”, is unacceptable. Students will be counseled after the first no-show, and risk being dropped from the aviation program after the second no-show. Arriving late for your flight lesson will count as a no-show.**

### **SAMPLE AVIATION CURRICULUM**

#### **FIRST YEAR – Private Pilot Certification**

##### **First Semester/Fall**

|                                            |           |
|--------------------------------------------|-----------|
| ENG 101 – English Comp                     | 3         |
| Computer Literacy Course                   | 3         |
| AVI 141 – Private Pilot Ground             | 3         |
| AVI 145 Aviation Career Building           | 3         |
| AVI 144A – Priv Pilot Flight, Train Part I | <u>1</u>  |
| <b>Total Credits</b>                       | <b>13</b> |

##### **Second Semester/Spring**

|                                       |           |
|---------------------------------------|-----------|
| AVI 150 Aviation Weather Science      | 3         |
| AVI 151 Aviation Weather Lab          | 1         |
| AVI 120 Aviation History              | 3         |
| AVI 144B Priv Pilot Flight, Train. II | 2         |
| Oral Communications Course            | <u>3</u>  |
| <b>Total Credits</b>                  | <b>12</b> |

##### **Summer Year 1**

|                                           |          |
|-------------------------------------------|----------|
| AVI 241 Instrument Rating Ground Training | 3        |
| AVI 244A Inst Rating Flight Train, Part I | <u>3</u> |
| <b>Total Credits</b>                      | <b>6</b> |

**Total Credits – Year 1                      31**



## SECOND YEAR

### Third Semester /Fall

|                                            |          |
|--------------------------------------------|----------|
| AVI 244B Inst Rating Flight Train, Part II | 3        |
| MAT 111 Algebra II                         | 3        |
| PSY 100 Intro to Psychology                | 3        |
| BUA 100 Introduction to Business           | <u>3</u> |
| Total Credits                              | 12       |

### Fourth Semester/Spring

|                                   |          |
|-----------------------------------|----------|
| AVI 341 Commercial Pilot Ground   | 3        |
| AVI 344A Com Flight Train, Part I | 3        |
| AVI 380 Human Factors             | 3        |
| MAT 112 College Algebra           | <u>3</u> |
| Total Credits                     | 12       |

### Summer Year 2

|                                           |          |
|-------------------------------------------|----------|
| AVI 344A Commercial Flight Train, Part II | 3        |
| Fine Arts Course                          | 3        |
| Total Credits                             | <u>6</u> |

**Total Credits – Year 2                      30    Credits Accumulated - 61**

## THIRD YEAR

### Fifth Semester/Fall

|                                              |          |
|----------------------------------------------|----------|
| AVI 441 Flight Instructor Ground Training    | 3        |
| AVI 444A Instructor Pilot Flight Training, I | 2        |
| BUA 223 Principles of Management             | 3        |
| AVI 115 Aviation Physics I                   | 4        |
| AVI 450 Flight Dynamics                      | <u>3</u> |
| Total Credits                                | 15       |

### Sixth Semester/Spring

|                                   |          |
|-----------------------------------|----------|
| AVI 444B Inst Instruct Flight, II | 2        |
| AVI 116 – Aviation Physics II     | 4        |
| AVI 320 Aviation Law              | 3        |
| CIS 150 Intro to Data Science     | 3        |
| BUA 252 Business Ethics           | <u>3</u> |
| Total Credits                     | 15       |

**Total Credits – Year 3                      30    Credits Accumulated - 91**

## FOURTH YEAR

### Seventh Semester/Fall

|                                         |          |
|-----------------------------------------|----------|
| BUA 365 Org. Behavior                   | 3        |
| AVI 420 Homeland Security & Aviation    | 3        |
| PSY 202 Psychological Basis of Behavior | 3        |
| MAT 115 Elementary Statistics           | 3        |
| General Elective                        | <u>3</u> |
| Total Credits                           | 15       |

### Eighth Semester/Spring

|                                 |          |
|---------------------------------|----------|
| AVI 460 Aviation Safety Seminar | 3        |
| Critical Thinking Course        | 3        |
| ENG 317 Professional Writing    | 3        |
| General Elective                | 3        |
| General Elective *              | <u>3</u> |
| Total Credits                   | 15       |

**Total Credits – Year 4                      30    TOTAL PROGRAM CREDITS 121**

## **AVIATION PROGRAM OUTCOMES**

This degree provides a Bachelor of Science in Aviation to students interested in becoming FAA certified commercial pilots and flight instructors while earning a comprehensive baccalaureate degree from an accredited university.

This degree is the result of a collaboration/partnership between University of Maine at Augusta (UMA) and Maine Instrument Flight (MIF) so each can market the degree to potential students and take advantage of what is expected to be a growing market for commercial airline pilots.

### **Program Goals:**

- The program will offer Maine students a path to achieve FAA certifications along with a baccalaureate degree.
- The program will train students to be employed as airline pilots; many aviation occupations require bachelor's degrees as well as certification.
- The program will enhance UMA's traditional professional focus on workforce development opportunities.
- The program will attract veterans and military personnel.

### **Student Outcomes and Behavioral Objectives:**

- Graduates will be able to be hired within the air transportation industry.
- Graduates will be able to teach others to fly under FAA certification.
- Graduates will understand the physical, meteorological, mathematical, legal, security and historical aspects of flight.
- Graduates will fulfill UMA's general education requirements including written and oral communications, fine arts, humanities, social and natural science and mathematics.
- Graduates will exhibit an understanding of ethical and professional responsibilities within the aviation industry.

## **AVIATION FLIGHT AND GROUND TRAINING**

Students will be enrolled directly into the Bachelor of Science in Aviation. Student may earn their Private Pilot Certification as part of this program through the University's Part 61 Private Pilot Course. This course is approved for appropriate veterans' benefits.

Second year students will take the Instrument Rating Flight and Ground courses. The Instrument Rating Flight course includes 60 hours of flight training. Students will be concurrently into the Commercial Course at MIF. Time flown in the Instrument Flight course will be directly applied to the 120 required hours for the Commercial Course.

Third year students will complete the Commercial Pilot Flight and Ground Courses. The Commercial Pilot Flight course includes 120 hours of flight training. Time flown in pursuit of the Instrument Rating with MIF will be credited toward the 120 hours of commercial flight training.

Fourth year students will take the Flight Instructor and Instrument Instructor Flight and Ground courses. The Instructor Flight courses include 40 hours of flight training.

As students complete each flight course, they into the next flight course. After earning the Private Pilot certificate and enrolling in this program, first year students will enroll in the Instrument Rating Flight course in the second year. Additionally, students will be enrolled at the MIF Commercial Flight Training course such that hours flown during Instrument Training may be credited toward Commercial Flight Training.

The flight hours in each of the above flight courses are the minimum required by most students for course completion. However, some students may require additional hours to obtain the necessary skills. Students requiring additional flight hours are responsible for the payment for those hours. **For those students using veterans benefits please be aware that your GI Bill®<sup>1</sup> will not cover the cost of these additional hours.**

## **BRIGHTSPACE USE POLICY**

Brightspace is an online software (Course Management) tool for faculty and students to communicate about the course. Announcements, course materials, grades, and online discussions are some of the ways Brightspace is utilized. Students are responsible for checking Brightspace and for the information posted there. To access and utilize

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<sup>1</sup> GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

Brightspace, each student must use a @maine.edu email address. Students receive this email upon acceptance into the AVI program.

### **COURSE MATERIALS**

For each course you will be provided with copy of a comprehensive syllabus which provides you with in-depth information about the course, its outcomes, and the content to be covered. You are also likely to receive a number of handouts and other related materials. We STRONGLY recommend that you retain these materials for future reference. In addition to their use for receiving credit for prior learning, they can be very useful study aids for FAA exams

The Aviation Program does not keep syllabi on file other than the ones currently being used. Generic Course Charters are available for individual courses but will not cover the detail included in your course syllabus. We are unable to reproduce these materials at a later date. Therefore, we encourage you to keep a copy of course materials.

### **FAA FIRST OR SECOND CLASS MEDICAL CERTIFICATE**

A class 1 or 2 Medical Certificate issued by a FAA certified Aviation Medical Examiner (AME) is a requirement for admission into this degree program. Because locating an AME and completing the requirements for a FAA Medical Certificate may be time-consuming; applicants are encouraged to complete this requirement at their earliest convenience. FAA-certified AMEs can be located at: <http://www.faa.gov/pilots/amelocator/>

### **FACULTY AND STAFF LIST**

| <b>NAME/LOCATION</b>        | <b>POSITION</b>                                                                                                                   |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Brenda McAleer<br>Rm 140 JH | Dean, College of Professional Studies<br>621-3288<br><a href="mailto:mcaleer@maine.edu">mcaleer@maine.edu</a>                     |
| J. Gregory Jolda            | Aviation Program Coordinator<br>621-3278<br><a href="mailto:gregj@maine.edu">gregj@maine.edu</a>                                  |
| L. Greg Curtis              | UMA Aviation Pilot Training Chief Pilot<br><a href="mailto:Lewis.curtis@maine.edu">Lewis.curtis@maine.edu</a>                     |
| Chad Morris                 | Chief Flight Instructor<br>622-1211<br><a href="mailto:cmorris@mif.aero">cmorris@mif.aero</a>                                     |
| Shelley Taylor              | Aviation Program Manager & Aviation Advisor<br>621-7452<br><a href="mailto:shelley.taylor@maine.edu">shelley.taylor@maine.edu</a> |
| Laurie Krzywda              | VA Certifying Official<br>621-3458<br><a href="mailto:krzywda@maine.edu">krzywda@maine.edu</a>                                    |

## **GRADING, EXAMINATION, and MISSED FLIGHT POLICIES**

1. **REGISTRATION** – Students must get prior approval to enroll in all AVI ground and flight courses. The Aviation Program Coordinator, the Aviation Advisor, or the Dean of the College of Professional Studies may approve these enrollments.
2. **PROGRESSION**: All prerequisites to each AVI designated course must be either met prior to the start of that course or taken concurrently. Students who are enrolled in a flight course must complete that course and earn the FAA license before registering for the next flight segment.
3. **GRADING**: Students will be awarded either a P (Pass) or F (Fail) grade for each flight course. Ground Courses will be on the standard A – F university grading scale. Grades for flight courses will be awarded upon completion of the final Phase Check in the course or the achievement of the FAA Certification for which the student is being prepared.
4. **EXAMINATION**: Each course of study includes 3 stage checks where the student performance is evaluated. If the student fails a phase check, he or she will be allowed 2 review rides and a Phase Recheck. If the student fails the Recheck, the overall student performance will be reviewed and the future of the student in the UMA Flight Training Program will be evaluated.
5. **MISSED FLIGHTS**: Missed flights will happen due to weather, class priorities, and instructor availability to name a few. The student, instructor, and chief pilot will work to reschedule the flight or flight activity. Students' routine schedules may change depending on the priorities of the flight school.
6. **INCOMPLETE POLICY**: Students who do not complete ground or flight courses in the semester for which they are registered may earn a grade of incomplete if the instructor allows. The student has one semester to complete the work. The student will sign an incomplete agreement form to show that the student understands the deadline for completion of the course.
7. **SAMPLES OF THE INCOMPLETE FORM**:

See the following pages. Actual forms are available from the ground and/or flight instructors from Maine Instrument Flight.

## REQUEST FOR A GRADE OF "INCOMPLETE" IN AVI FLIGHT COURSES

Flight training at Maine Instrument Flight is available 7 days a week. Flight students are expected to maintain a schedule of at least 3 flight lessons each week. These training flights are subject to cancellation due to many variables, not the least of which is weather. By signing below, you are agreeing to the following:

I will maintain a flight schedule that will allow for completion

\_\_\_\_\_ course by the end of the next semester  
NAME OF COURSE

which closes on \_\_\_\_\_.  
DATE

I understand that the hourly rate for flight instruction, solo aircraft rental, pre & post flight briefs, and ground instruction is subject to change after the date listed above.

I understand that Maine Instrument Flight and The University of Maine at Augusta will assign to me a grade of "Incomplete" for this course until the date listed above. I also understand that if I do not complete this flight course by the date listed above, I will receive a failing grade for the course.

Student's Name \_\_\_\_\_  
Print

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_  
Chad Morris, Chief Flight Instructor, Maine Instrument Flight

## REQUEST FOR A GRADE OF "INCOMPLETE" IN AVI GROUND COURSES

The final exam for all aviation ground school courses is the FAA Knowledge Test. This test must be taken by the end of the semester. If you have not taken the test, or if you have failed the test, you may request to have your grade for the course be listed as "Incomplete". By signing below, you are agreeing to the following:

I will take, or if previously failed, retake the FAA Knowledge Test for the

\_\_\_\_\_ ground school course by  
NAME OF COURSE

Date: \_\_\_\_\_

I understand that if I previously failed the FAA Knowledge Test, the FAA requires that I receive ground instruction from an approved instructor prior to retaking the test. I understand that I am responsible for the payment of that ground instruction. I also understand that I am responsible for the payment of the knowledge test fee to retake the test.

I understand that Maine Instrument Flight and The University of Maine at Augusta will assign to me a grade of "Incomplete" for this course until the date listed above. I also understand that if I do not successfully pass the FAA Knowledge Test by the date listed above, I will receive a failing grade for the course.

Student's Name \_\_\_\_\_  
Print

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_  
Chad Morris, Chief Flight Instructor, Maine Instrument Flight

## **ACADMIC WARNING AND PROGRAM DISMISSAL POLICY**

### **Academic Standing:**

To be in good academic standing, all students in the Bachelor of Science in Aviation, Flight Instructor Concentration program must maintain a 2.5 GPA; both cumulative and within the program major requirements. At the end of each regular fall and spring semester the Aviation Program Coordinator will review the academic record of all students. If a student does not meet the GPA requirement, the student is placed on Academic Warning.

Academic Warning process is outlined below:

1. The student will be notified of their Academic Warning status and must meet with the aviation advisor and Aviation Program Coordinator before being permitted to register for the next semester.
2. The student has two enrolled semesters to achieve a satisfactory cumulative and major GPA or the student will be dismissed from the program, with the option to continue in another UMA program.
3. After being placed on Academic Warning, if a student takes a leave of absence, Academic Warning status remains in effect upon return.
4. If the student successfully completes all courses during the Academic Warning period, and the GPA rises to a minimum of 2.5 both overall and within the program major requirements, the student will then be removed from Academic Warning status.

Grade point averages (GPA) are calculated on courses completed at The University of Maine at Augusta and do not include courses transferred in from other colleges and universities.

### **Satisfactory Progress:**

Students are expected to complete all flight training within the flight hours allotted and semester of enrollment. Students are expected to actively participate in scheduling their flight lessons and monitoring their flight hours. Students should be scheduled to fly 3-4 days a week.

Students are expected to be available as much as possible for flight scheduling. Having limited availability or requesting time off the flight schedule will have a direct effect on student progress and timely completion of the program.



If a student experiences excessive weather delays, or other extenuating circumstances, preventing them from completing the flight training on time, they will be granted an incomplete and have through the following semester to complete their flight training.

If a student does not complete their flight training within the following semester, they will receive a failing grade and be required to meet with the Aviation Program Coordinator, Chief Flight Instructor and aviation advisor before continuing in the program.

If it is decided that the student can continue in the program, the student might be required to reenroll in the course or pay additional flight fees to cover the additional flight hours needed to successfully complete their flight training.

### **Appeals Process:**

Students have the right to appeal dismissal according to the UMA's general appeal process.

A student may write an appeal letter to the Aviation Program Coordinator within five (5) business days after the dismissal decision. The Aviation Program Coordinator will form a Review Committee consisting of a minimum of three faculty/staff that will consider the case. The committee's response to the request for reconsideration will be made in writing to the student.

## **COMPLIANCE WITH IMMUNIZATION, HEALTH HISTORY, AND PHYSICAL EXAM**

Students must follow the immunizations and health insurance policies as stated in the UMA Student Handbook.

### **STUDENT COMPLIANCE WITH HEALTH INSURANCE DOCUMENTATION**

All campuses in the University of Maine System (UMS) require proof of health insurance as a condition of enrollment for students who fall into specific categories (defined below). This policy is intended to support students' progress toward their academic goals by providing access to a reasonably priced Student Health Insurance Policy (SHIP). This requirement applies to UMA students who fall into the following categories:\*

All undergraduate students registered for 9 or more UMS credits in a fall or spring semester

All International students attending UMA on an F-1 visa

All UMA degree candidates in the following academic programs who are registered for 1 or more UMS credits in a fall or spring semester:\*\*

Certificate in Dental Assisting  
A.S. in Dental Assisting  
A.S. in Dental Hygiene  
A.S. in Nursing  
A.S. in Veterinary Technology  
B.S. in Aviation  
B.S. in Dental Hygiene  
B.S. in Nursing 1+3 UMA-UMFK  
B.S. in Veterinary Technology

\*Students who reside outside of Maine during the applicable semester(s) of enrollment are exempt.

\*\*Does not apply to students in pre-majors seeking admission to these programs unless they are registered for 9 or more UMS credits in a fall or spring semester.

## **NON-U.S. CITIZEN REQUIREMENTS**

Non-U.S. citizens can legally take flight training in the United States but must apply for a security threat assessment (STA) with the Transportation Security Administration's (TSA) Flight Training Security Program (FTSP) and receive a Determination of Eligibility from the TSA before being able to participate in flight training. This is a multi-step process that may take a month or more. It is recommended that you start the process no later than 30 days prior to the start of your flight training.

The [TSA FTSP website](#) has explicit instructions for you to follow as well as a help page.

The following is an approximate breakdown of the steps required to obtain FTSP approval:

1. Create an account with the TSA under the Candidate Portal button under Registration
2. Complete and submit your application.
3. Pay the application fee.
4. Wait for your TSA confirmation email which will contain your Alien Flight Student Program Training Request number and instructions for fingerprinting.
5. Call to schedule your appointment at a designated fingerprinting location.
6. Bring all required information with you to your fingerprinting appointment.
7. When the TSA receives your fingerprints, you will receive an email with an option to select a Flight Training Provider once you are approved.

If you have any questions about this process, please contact Greg Curtis, Chief Instructor Pilot, at [lewis.curtis@maine.edu](mailto:lewis.curtis@maine.edu).

## FINANCIAL AID AND AVIATION

Students in the aviation program at UMA have additional financial responsibilities associated with their flight training.

UMA aviation students fund their flight training in various ways. Students fund flight training by paying out of pocket, or utilizing financial aid including, federal grants and loans, alternative education loans, outside scholarships, 529 accounts, and VA benefits.

Most of our students qualify for some federal aid through the [FAFSA](#). The amount of aid each student is eligible for through the FAFSA varies, and it **does not cover the full cost of the flight training**. UMA's preferred filing deadline is March 1<sup>st</sup>.

Each spring semester, rising sophomores/juniors/seniors are encouraged to apply for scholarships through the UMA General Scholarship Application. There are two aviation specific scholarships, Parsons Aviation Scholarship and Bill & Kitty Perry Scholarship.

In addition, UMA is fortunate partner with [Velocity R Aviation Foundation](#) to offer the James Eaton Memorial Scholarship. This scholarship application is also due in the spring semester and open to current UMA aviation students.

Many organizations and companies offer scholarships for flight training. We recommend that students start with these aviation scholarship resources:

- Velocity R Aviation Foundation's [Scholarship List](#)
- [Aviation Start](#)
- Aircraft Owners and Pilots Association [Scholarship List](#)
- Airline Pilots Association, International [Scholarship List](#)
- [EAA Scholarships](#)

Students can reference the [UMS Preferred Lender List](#) when considering alternative education loans.

For questions about using VA benefits toward the aviation program, please contact our VA Certifying Official, Laurie Krzywda at [krzywda@maine.edu](mailto:krzywda@maine.edu) or 207-621-3458

Contact the UMA Financial Aid Office of Financial Aid if you have questions regarding your financial aid. Meeting with financial aid well before the semester begins allows plenty of time to get through the aid process and to be sure your funding is available for your training. UMA Financial Aid can be reached at [umafa@maine.edu](mailto:umafa@maine.edu) or 207-621-3412.

## UNIVERSITY OF MAINE AT AUGUSTA AVIATION PROGRAM

### Aviation Student Handbook Acknowledgement

Students enrolled in the Bachelor of Science in Aviation at UMA are expected to adhere to the policies of the Aviation Program.

I have received the Aviation Student Handbook and understand that the policies apply to all aviation students in the Aviation Program at UMA.

Print Name\_\_\_\_\_

Signature\_\_\_\_\_Date\_\_\_\_\_

Please sign and submit to the aviation advisor or program coordinator by the end of the first week of class.



### **Veterans Benefits Recipient Policies**

- ☐ Private pilot students will fly with only UMA instructors. Any Flights with non-UMA instructors will not be covered by VA.
- ☐ All students must begin flying in the first week of the enrollment term. No flights will start prior to term begin date. Nor will the course be completed prior to term end date.
- ☐ Students are responsible for non-VA eligible costs to include but not limited to the costs listed on the aviation handbook spreadsheet.
- ☐ Flights will originate from enrolled facility only.
- ☐ Students must schedule and attend flight lessons on a weekly basis unless extenuating, unavoidable circumstances occur.
- ☐ Any flight hours beyond the approved limit for the course will not be covered by the VA and will be solely the student's financial responsibility.
- ☐ Any changes to enrollment or attendance will be reported to UMA's Aviation Department and to the school certifying official (SCO) within 14 days of change.
- ☐ If activated or called to active duty will supply a copy of activation orders to the SCO prior to activation date as required by University of Maine System Administrative Practice Letter.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and submit to the aviation advisor or program coordinator by the end of the first week of class.





| 06/30/2026 Fall 2026                                                                                              | 063751                              | 070757                           | 070758                                   | 063753                          | 070759                             | 070760                                | 063755                                  | 070761                              | 070762                               | 063758                                                   | 063759                                          | 070600                                       | 070764                                         | 064939                               |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------|------------------------------------------|---------------------------------|------------------------------------|---------------------------------------|-----------------------------------------|-------------------------------------|--------------------------------------|----------------------------------------------------------|-------------------------------------------------|----------------------------------------------|------------------------------------------------|--------------------------------------|
| Total flight hours                                                                                                |                                     | 20                               | 37                                       |                                 | 27.5                               | 29.5                                  |                                         | 32.5                                | 34.5                                 |                                                          | 48                                              | 27                                           | 17                                             | 57                                   |
| Pre/Post Flight                                                                                                   |                                     | 20                               | 35                                       |                                 | 13.75                              | 13.75                                 |                                         | 16.25                               | 16.25                                |                                                          | 15                                              | 12.5                                         | 7.5                                            | 20                                   |
| Hours VA Fwill fund                                                                                               |                                     | 20                               | 35                                       |                                 | 27.5                               | 27.5                                  |                                         | 32.5                                | 32.5                                 |                                                          | 40                                              | 25                                           | 15                                             | 55                                   |
| Hours to be paid by VA student:                                                                                   |                                     | 0                                | 2                                        |                                 | 0                                  | 2                                     |                                         | 0                                   | 2                                    |                                                          | 8                                               | 2                                            | 2                                              | 2                                    |
| Non-VA Funded pre/post hours                                                                                      |                                     | 15                               | 26.25                                    | 0                               | 6.875                              | 6.875                                 | 0                                       | 8.125                               | 8.125                                | 0                                                        | 5                                               | 6.25                                         | 3.75                                           | 6.25                                 |
| Note: This is strictly an estimate used to help budget for AVI courses. Prices and courses are subject to change. | AVI 141 Private Pilot Ground School | AVI 144A Private Pilot - To Solo | AVI 144B Private Pilot Post Solo to PPL- | AVI 241 Instument Rating Ground | AVI 244A Instrument Flight Phase I | AVI 244B Instrument Flight Phase II - | AVI341 Commercial Pilot Ground Training | AVI 344 A Commercial Pilot Flight I | AVI 344 B Commercial Pilot Flight II | AVI 441 Flight Instructor and Instructor Ground Training | AVI 442 Flight Instructor and Instructor Flight | AVI444A - Instructor Pilot Flight Training I | AVI 444B - Instructor Pilot Flight Training II | AVI 352 E Commercial Airplane Add On |
| Credit Hours                                                                                                      | 3.00                                | 1.00                             | 2.00                                     | 3.00                            | 3.00                               | 3.00                                  | 3.00                                    | 3.00                                | 3.00                                 | 3.00                                                     | 3.00                                            | 2.00                                         | 2.00                                           | 6.00                                 |
| Instate Tuition                                                                                                   | 837.00                              | 279.00                           | 558.00                                   | 837.00                          | 837.00                             | 837.00                                | 837.00                                  | 837.00                              | 837.00                               | 837.00                                                   | 837.00                                          | 558.00                                       | 558.00                                         | 1,674.00                             |
| Academic Support                                                                                                  | 165.00                              | 55.00                            | 110.00                                   | 165.00                          | 165.00                             | 165.00                                | 165.00                                  | 165.00                              | 165.00                               | 165.00                                                   | 165.00                                          | 110.00                                       | 110.00                                         | 330.00                               |
| Student Activity Fee                                                                                              | 6.75                                | 2.25                             | 4.50                                     | 6.75                            | 6.75                               | 6.75                                  | 6.75                                    | 6.75                                | 6.75                                 | 6.75                                                     | 6.75                                            | 4.50                                         | 4.50                                           | 13.50                                |
| AVI Differential Program Fee                                                                                      | 195.00                              | 65.00                            | 130.00                                   | 195.00                          | 195.00                             | 195.00                                | 195.00                                  | 195.00                              | 195.00                               | 195.00                                                   | 195.00                                          | 130.00                                       | 130.00                                         | 390.00                               |
| Ground School Fee                                                                                                 | -                                   | -                                | -                                        | 1,220.00                        | -                                  | -                                     | 1,410.00                                | -                                   | -                                    | 3,380.00                                                 | -                                               | -                                            | -                                              | 1,500.00                             |
| iPad                                                                                                              | -                                   | 850.00                           | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Flight Examiner Fee Test                                                                                          | -                                   | -                                | 800.00                                   | -                               | -                                  | 800.00                                | -                                       | -                                   | 800.00                               | -                                                        | 2,200.00                                        | 1,600.00                                     | 800.00                                         | 800.00                               |
| ASA Instrument FAA Test Prep                                                                                      | -                                   | -                                | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Foreflight Subscription                                                                                           | -                                   | 215.00                           | -                                        | -                               | 215.00                             | -                                     | -                                       | 215.00                              | -                                    | -                                                        | -                                               | 215.00                                       | 215.00                                         | -                                    |
| MIF Insurance                                                                                                     | -                                   | 800.00                           | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| PSI Testing Fee (CATS)                                                                                            | 175.00                              | -                                | -                                        | 175.00                          | -                                  | -                                     | 175.00                                  | -                                   | -                                    | 525.00                                                   | -                                               | 350.00                                       | 175.00                                         | -                                    |
| Instrument Rating Practical Test Standards                                                                        | -                                   | -                                | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Commercial Pilot's Practical Test Standards                                                                       | -                                   | -                                | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| CFI ACS Standards                                                                                                 | -                                   | -                                | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Online Student Material and test Prep                                                                             | 200.00                              | -                                | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Lightspeed Zulu 3 Headset                                                                                         | -                                   | 810.00                           | -                                        | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Text Books                                                                                                        | 62.00                               | -                                | -                                        | 65.00                           | -                                  | -                                     | 50.00                                   | -                                   | -                                    | 60.00                                                    | -                                               | -                                            | -                                              | 60.00                                |
| Simulator Flight Fees : 75                                                                                        | -                                   | 562.50                           | 562.50                                   | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Simulator Instructor Fees: 75                                                                                     | -                                   | 562.50                           | 562.50                                   | -                               | -                                  | -                                     | -                                       | -                                   | -                                    | -                                                        | -                                               | -                                            | -                                              | -                                    |
| Average flight Fees                                                                                               | -                                   | 9,462.50                         | 15,362.50                                | -                               | 12,031.25                          | 12,681.25                             | -                                       | 13,843.75                           | 14,493.75                            | -                                                        | 19,725.00                                       | 11,587.50                                    | 7,212.50                                       | 24,150.00                            |
| Pre and post flight briefings not paid by the VA **part of the flight fee cost                                    |                                     | 1,125.00                         | 1,968.75                                 |                                 | 515.63                             | 515.63                                |                                         | 609.38                              | 609.38                               |                                                          | 375.00                                          | 468.75                                       | 281.25                                         | 468.75                               |
| Total Course Cost                                                                                                 | 1640.75                             | 13663.75                         | 18090.00                                 | 2663.75                         | 13450.00                           | 14685.00                              | 2838.75                                 | 15,262.50                           | 16,497.50                            | 5,168.75                                                 | 23,128.75                                       | 14,555.00                                    | 9,205.00                                       | 28,917.50                            |
| Fee Totals                                                                                                        | 437.00                              | 13,262.50                        | 17,287.50                                | 1,460.00                        | 12,246.25                          | 13,481.25                             | 1,635.00                                | 14,058.75                           | 15,293.75                            | 3,965.00                                                 | 21,925.00                                       | 13,752.50                                    | 8,402.50                                       | 26,510.00                            |
| VA Covered Costs                                                                                                  | 1,203.75                            | 12,538.75                        | 14,671.25                                | 2,423.75                        | 12,934.38                          | 12,719.38                             | 2,613.75                                | 14,653.13                           | 14,438.13                            | 4,583.75                                                 | 17,953.75                                       | 11,271.25                                    | 7,083.75                                       | 26,938.75                            |
| VA Adustment                                                                                                      | 437.00                              | 1,125.00                         | 3,418.75                                 | 240.00                          | 515.63                             | 1,965.63                              | 225.00                                  | 609.38                              | 2,609.38                             | 585.00                                                   | 5,175.00                                        | 3,283.75                                     | 2,121.25                                       | 1,978.75                             |

Total Flight Course Cost

\*Italicized charges not covered by

Total \$ 127,720.75

VA

VA covered total \$ 111,135.00