

MTSU AEROSPACE POLICIES AND PROCEDURES

The CTI program is a very unique program within the university. Not only is it a gateway to the world of Air Traffic Control it is a job interview and therefore has many rules and expectations of the student that are above and beyond the university requirements. The following information is an attempt to help the student understand what is expected of them. It is the students' responsibility to have read this policy manual and adhere to the requirements.

MISSION STATEMENT:

The mission of the Aerospace department is, in general, to prepare a student with the foundation upon which to develop and function as a professional in the field of aviation.

EQUAL OPPORTUNITY:

Middle Tennessee State University, in its educational programs and activities involving students and employees, does not discriminate on the basis of race, color, national origin, sex, religion, or age. Furthermore, the university does not discriminate against veterans or individuals with disabilities.

ETHICS:

The AT-CTI office will follow university policy for defining plagiarism. Plagiarism is grounds for immediate dismissal from the AT-CTI Program.

ABSENCES:

CTI Policy:

Student must follow the policy set forth in the syllabus for each class. Any absences more than allowed by the professor are grounds for expulsion from the CTI program.

University Policy:

Since a principal function of a university is to bring faculty and students together, and since the classroom is the primary place for doing this, both faculty and student are

expected to attend the classes for which they are assigned or for which they are registered. The University recognizes that there are occasional unavoidable circumstances that cause a student to miss a class. However, the fact that a student may be absent from a class does not, in any way, relieve that student of the responsibility for the work covered or assigned during the absence. It is the responsibility of faculty members to excuse or refuse to excuse absences of students who missed their classes. It is the responsibility of the student to obtain excuses for absences and to arrange with the faculty member in question to make up the work missed. Excuses for absences must be presented to the faculty member upon the student's return to class. (See current MTSU Undergraduate Catalog).

While students are expected to attend all of their classes, exceptions are made for University-sanctioned activities. Students shall not be penalized for such absences. Students anticipating participation in University functions which take them out of classes should discuss these absences with their instructors at the earliest convenient time. The student is responsible for work missed.

In order to assure smooth implementation, faculty members and team coaches or directors should provide students with a brief written description of the off-campus field trips, musical presentations, athletic events, and similar official obligations that every member of the class or team will be required to attend. Students are responsible for sharing this information with the instructors of their courses well in advance of the required absence from these classes. Prior notification will enable faculty members to work out arrangements for students to fulfill their responsibilities to complete any work missed due to participation in an official University activity.

Absences begin with the first date the student is enrolled in class. Policy regarding class attendance is established and promulgated by the professor. Only the professor has the prerogative of excusing an absence. Students must contact professors or departmental secretaries directly to report anticipated absences. In emergency circumstances, student personnel deans will, upon request, inform professors of student absences. In such instances, the student is advised to confer with the professor upon return about make-up work, etc.

Assistance Alert forms are available from each of the five college academic advisors. If a faculty member feels it necessary to report a perceived student problem (excessive absences, emotional concerns, etc.), the Assistance Alert form should be completed and submitted to the academic advisor of the faculty member's respective college.

It is necessary to report excessive absences of veterans that affect their satisfactory progress in class. The University is liable for any overpayments made to a veteran who does not attend class and who fails to make satisfactory progress if the institution fails to report this fact to the V.A. Regional Office. The Records Office will indicate on class rolls and by memo to the professors those students who are receiving veterans' benefits, and professors should be alert to the need for reporting absences of these students. Additionally, letters which list veterans are sent to faculty members who have veterans enrolled in their classes.

CLASSROOM MISCONDUCT:

Any student conduct determined by an instructor to be detrimental to that student or other students will be documented and reported to the AT-CTI coordinator and review

panels. This includes but is not limited to talking during class, computer or cell phone abuse and attitude toward the instructor.

ACADEMIC MISCONDUCT:

Academic misconduct is defined as "plagiarism, cheating, fabrication, or facilitating any such act (MTSU Rights and Responsibilities of Students, p. 5)." The instructor should report allegations of academic misconduct to the head of the concerned department and to the assistant dean of Judicial Affairs. The instructor should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the assistant dean.

Prior to notifying the assistant dean and at the instructor's discretion, the instructor may conduct a conference with the student in compliance with the following procedures:

1. The student will be provided notice that he/she is believed to have committed an act or acts of academic misconduct in violation of the University rules;
2. The student will be presented with all evidence in the knowledge or possession of the instructor which tends to support the allegation(s) of academic misconduct; and
3. The student will be given an opportunity to present information on his/her behalf.

In any case, and based upon the instructor's policy regarding academic misconduct, the instructor will either assign a grade of "F" for the exercise or examination or assign an "F" for the course.

REPEATING A COURSE:

CTI Policy

A course may be repeated in order to expunge a grade of F, but failing a CTI class automatically eliminates the student from the CTI program. In the case of trying to improve the grade the first grade made in the class will be the standing grade for the CTI program.

University Policy

Students may repeat courses for the purpose of raising their grade point averages subject to the following:

1. No course may be attempted more than twice (i.e., repeated more than once) except upon advice of the faculty advisor. The first time a course is taken is the first attempt; it is not a repeat until taken again. If a student repeats a course more than once, the hours will be added to the total quality hours and, therefore, will be included in calculating the cumulative grade point average, the major average, the minor average, and the upper-division average. For example:

First attempt of ENGL 1010: F = 0 quality hours, 0 hours earned;

First repeat of ENGL 1010: F = 3 quality hours, 0 hours earned;

Second repeat of ENGL 1010: C = 6 quality hours

An example of a successful repeat:

First attempt of ENGL 1010: F = 0 quality hours; 0 hours earned;

First repeat of ENGL 1010: C = 3 quality hours

In other words, if a student repeats a course once and improves the grade, the effect on the cumulative hours taken is the same as if the course were successfully completed on the first attempt. However, if a student takes a three-hour course multiple times, each repeat increases the cumulative quality hours; taking the same three semester-hour course five times, for example, is one attempt and four repeats and, therefore, is 12 quality hours; (the Dean of the College of Graduate Studies should be contacted concerning the effect of a repeated course in regard to specific averages required for graduation for graduate students).

2. The last grade earned will stand even if the last grade received is an F and the student has previously received a grade higher than an F; all repeated courses remain on the student's transcript with repeat notations.

3. Veterans receiving educational assistance benefits may not repeat courses previously passed and receive financial assistance for such;

4. Students may not repeat a course in which they have previously earned the grade of "A" or "B" without written approval from the dean of the college which houses their major;

5. Students may use either ENGL 2130, or ENGL 2330, or ENGL 2230, or HUM 2610 interchangeably for purposes of repeating a course;

6. This repeat policy took effect in fall 1981. All courses attempted since then are subject to this policy. Courses attempted prior to Fall 1981 are subject to the previous repeat policy.

The Dean of Graduate Studies should be contacted about repeated courses policy for graduate students.

STUDENT DRESS:

CTI Policy:

It is the responsibility of each student to be aware of any addition or changes to the university policy and to comply accordingly. It is recommended to the faculty that they impose a policy closely aligned with the FAA academy policy for dress. (No hats, no sandals, no shorts)

University policy:

The University has no specific dress code for its students. A student is expected, however, to exercise reasonable judgment and decency in dress style. The faculty member may require reasonable dress standards during class.

SUSPENSION FROM CLASS:

Instructors have the authority to temporarily suspend from class any student whose conduct disrupts the instructor's ability to teach. A written report of the circumstances involved must be submitted to the Dean of Student Life through the appropriate channels, i.e. continued talking, game playing, sleeping, doing other class assignments.

TEST AND EXAMS:

There are two exams administered as part of the AT-CTI program. The entrance exam will test applicants on material covered in AERO 1010, 1020, 1230, and 2010.

Applicants must score at least 75% to enroll in the CTI program. The exam will be administered on the Friday after final exams of the spring and fall semesters to all new applicants.

At the end of the Advanced Air Traffic Control Class all students eligible to graduate before the next offering of the course will take the MTSU AT-CTI exit exam. This exam will test students on basic aeronautical knowledge, weather, and air traffic regulations and procedures. Students must pass this test with a grade of 80% or higher to qualify for recommendation; there is no retake.

TOBACCO:

The use of any tobacco product (cigarettes, cigars, smokeless tobacco) is strictly prohibited in any FAA air traffic control facility and MTSU classes. After one offense the

student will be placed on probation; another offense will remove the student from the AT-CTI program.

DISABLED STUDENTS:

Middle Tennessee State University, under the guidelines of ADA and Section 504 federal legislation, is required to make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities. For more information see <http://www.mtsu.edu/~dssemail/index.htm> or contact the MTSU ADA office at 615-898-5366.

OTHER REQUIREMENTS:

The MTSU AT-CTI office reserves the right to change or add requirements as necessary to maintain the high standards of MTSU's prospective air traffic controllers.