



**Leadership and Organizational Management**  
**- Aviation Concentration**

**Program Policy Handbook 2020-21**

# **Record of Revisions**

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## GENERAL

The information in this Program Policy Handbook applies to students enrolled in the Eastern Mennonite University at Lancaster program leading to a Bachelor of Science Degree in Leadership and Organizational Management with Aviation Concentration (LOMV). The information in this Handbook pertains to the 2020-2021 academic year. The university reserves the right to change programs of study, academic requirements, the announced university calendar and other matters described herein without prior notice, in accordance with established procedures. This Program Policy Handbook is descriptive and is not to be construed as a legal contract.

Additional details regarding your experience as a student at EMU at Lancaster can be found at the following links:

EMU at Lancaster Student Handbook: <https://emu.edu/lancaster/docs/lancaster-handbook.pdf>

EMU University Catalog: <http://www.emu.edu/catalog/>

General Student Orientation Course in Moodle: <https://moodle.emu.edu/course/view.php?id=14164>

## ADMISSION

### ADMISSION REQUIREMENTS

Applicants to the LOMV program must satisfy the following requirements:

- Supply proof of U.S. citizenship. An applicant must show evidence of U.S. citizenship with one of the following:
  - valid unexpired U.S. passport
  - or, original or government-issued U.S. birth certificate and a government-issued photo ID
- For Non-U.S. citizen procedures, go to [TSA Clearance for Non-Citizens](#)
- Produce an official high school transcript, with a cumulative Grade Point Average (GPA) of at least 2.6 or GED equivalency.
- Submit a satisfactory writing sample.
- Obtain an FAA Class 2 Medical Certificate. This is not required at the time of application but is required before beginning academic classes or flight training.
- LOMV applicants may receive credit for the EMU Private Pilot Flight course by presenting their FAA Private Pilot Certificate, with Airplane Single-engine Land Rating, obtained elsewhere. LOMV applicants may receive credit for the EMU Private Pilot Ground course by presenting their official FAA Private Pilot Knowledge Test results. However, such applicants must audit EMU's AVIA 120 Private Pilot Ground course in its entirety.
- LOMV applicants may transfer credits from other schools or colleges, which includes up to 30 semester hours for aviation certificates or ratings earned through qualified Part 141 Pilot Schools. Transfer of an Instrument-Airplane Rating, or Commercial Pilot Certificate, with Airplane Single-engine Land Rating, must have been obtained through a Part 141 Collegiate Aviation Program holding an FAA Letter Of Authorization authorizing a reduction to 1,000 flight hours to train and test for the Restricted Airline Transport Pilot Certificate (R-ATP).
- Credit (up to 30 hours) may be transferred from accredited technical, community, or four-year institutions. A cumulative GPA of 2.0 or above is required for applicants who have completed a minimum of 20 semester hours of college-level coursework. If that minimum has not been met, applicants may demonstrate a high school diploma with a minimum 2.6 GPA or GED equivalency or SAT (980 combined score) or ACT (19 composite score).
- College-Level Examination Program (CLEP) or DSST (formerly Defense Activity for Nontraditional Students or DANTES) testing is also an alternative to obtain credit.

- English language proficiency: EMU is committed to ensuring that our students meet the FAA Aviation English Language Standard, or AELS. The AELS minimum level to be considered English proficient is ICAO (International Civil Aviation Organization) Language Proficiency Operational Level 4. All applicants to the EMU Aviation program will be evaluated as to this standard upon applying for their Student Pilot Certificate. If they appear not to meet this standard, per FAA policy they will be referred to the local FAA Flight Standards District Office for further evaluation. If the FAA determines that they do not meet the standard, EMU will provide opportunities for training to bring the applicant's proficiency up to the AELS. Admission to the LOMV program may be conditional, pending completion of language training and issuance of a Student Pilot Certificate. Students who enter the program already having been issued a Student Pilot Certificate, or higher level of FAA Certificate, will already have been evaluated for AELS. However, even though an applicant meets, or previously has met AELS, EMU may require English language training to assure the student's success in flight training and academic studies.

## ADMISSION PROCESS

LOMV applicants must submit the following items:

1. Online application (no application fee)
2. Official transcripts from all high schools attended or from accredited technical schools, colleges or universities attended
3. Letter of recommendation
4. Writing sample

After EMU receives the application form and assessment of credit earning, all transcripts submitted and the writing sample will be evaluated. An assessment of the credit earning possibilities represented by their list of professional and personal learning experience also will be analyzed.

When all required application documents have been submitted, and if the applicant meets the admission requirements of the LOMV program, the applicant will be invited to attend a formal in-person admissions interview with the EMU Director of Aviation and the Aero-Tech Services Chief Instructor. The admissions interview may be conducted via remote means only under extraordinary circumstances.

After the interview, if it is determined that the applicant has the potential to succeed in the EMU/Aero-Tech Services collegiate aviation curriculum, their admission package will be reviewed by an Admissions Committee. If approved by the Admissions Committee, the applicant will receive a letter of admission to the program. Admission status will be in one of the following categories:

- **Unconditional Admission.** Unconditional admission indicates that the applicant has met all the admission requirements.
- **Conditional Admission.** The applicant granted conditional admission is one who has minimal entry deficiencies but has submitted an acceptable specific educational plan for removing those deficiencies by the end of semester one. The Admissions Committee will review the educational plan and judge it acceptable or not acceptable. The LOMV Academic Advisor will monitor conditional students and change their conditional status to unconditional admission when the plan has been completed.
  - In order to remain in the LOMV program, students admitted conditionally must maintain at least a 2.0 cumulative grade point average and must accept any and all academic assistance offered by EMU.
  - Students with conditional admission due to writing deficiencies must accept assistance from a writing tutor designated by EMU.

## EMPLOYMENT AND VOLUNTEERING

In order to enhance learning outcomes in the Leadership & Organizational Management curriculum, LOMV students are encouraged to engage in, or continue, employment or regular volunteer activity.

## FINANCIAL

### PAYMENT PLAN

Each student must submit a completed *Payment Plan Worksheet* for approval by the Coordinator of Student Financial Services prior to matriculation. Any amount for semester one not covered by employer assistance, Direct Student Loan, grant, or other approved plan, is due on or before the first day of class. In order to begin the next semester, student accounts must be up-to-date according to their payment plan.

Failure to follow through on the approved payment plan may result in the student's enrollment being interrupted and other consequences as deemed appropriate by the Director of Aviation.

Any account not paid in full will be assessed interest at the rate of 1.5 percent per month on the unpaid balance. A diploma and transcript will not be furnished to a student until the account is paid in full. Failure to meet financial obligations may result in the referral of the delinquent account to an outside agency for collection of the total amount due plus all applicable collection costs.

### FINANCIAL AID

Most LOMV students are eligible for a Federal Direct Student Loan (FDSL), if the undergraduate FDSL aggregate maximum hasn't been borrowed, and the student is not in default on prior federal student loans. Students may also be eligible for a Federal Pell Grant; eligibility determined by the Federal Student Aid (FAFSA). *To begin* the application process for federal financial aid, two forms must be completed: 1) Free Application for FAFSA, and 2) Degree Completion Financial Aid Information Sheet (FAIS). All anticipated outside sources of aid must be included (ex: employer assistance.) Students should use the Financial Aid Checklist to ensure each step of the process is completed. **Timely completion of federal aid forms/steps is important!**

Information and forms to apply for the second academic year will be distributed prior to the end of the first academic year. Questions regarding financial aid can be answered by the EMU Financial Assistance Office at 540-432-4137 or emailing [finaid@emu.edu](mailto:finaid@emu.edu).

### EMPLOYER ASSISTANCE

To be eligible for employer assistance, students must complete the [Employer Assistance Information form](#). This form is for any student whose employer will pay the university or the student. If the employer requires submission of a grade to pay for tuition, students are responsible for submitting grades to the employer within one week of receiving it. If the employer will make payments to the student rather than the university, the student should show this as employer assistance on the Payment Plan Worksheet and FAIS. Students must pay Eastern Mennonite University when they receive payment from their employers. A student who fails to apply their employer assistance payment to their EMU account as designated on the employer assistance information form will be required to make immediate payment in full or be administratively withdrawn from the program. Students are ultimately responsible for their own accounts. All exceptions must be cleared with the Coordinator of Student Financial Services before the first class session.



## PERSONAL FUNDS

Students may pay for the program with personal funds by using the monthly payment plan or the semester payment plan as follows:

- **EMU LOMV *Monthly Payment Plan*.** Students may enroll in a semester-long payment plan through CashNet. Your monthly payment will be adjusted in accordance with your other funding sources. There is a \$35 enrollment fee each semester.
- ***Semester Payment Plan*.** Students may pay for each semester at the beginning of each semester.

## REFUNDS

**Federal Regulations.** Federal regulations require that refunds be proportional to the percentage of classes attended. EMU will calculate refunds to the student's benefit. A student will be charged again for any course that is retaken.

**Official Withdrawal Date.** The official withdrawal date is the day following the last class attended.

**Refund of overpayment on student account.** If a student's account is overpaid in any semester and a credit balance currently exists on the account, the student may keep those funds on his/her student account to be applied toward other expected expenses, or may request a refund of the credit balance.

- If the student's account was partially or fully paid by a third party, i.e. employer assistance, the refund to the student will not exceed the amount that the student paid. Any credit balance over the amount that the student paid will be refunded to the third party.
- If students desire to have the credit balance refunded, they should make a request in writing to the business office.

**Withdrawal schedule.** Information regarding withdrawal adjustment and tuition refund percentages can be found in the [Student Handbook](#).

**Refund of flight training fees.** If a student withdraws from, or is administratively withdrawn from, the LOMV program, unused funds in their flight training account at Aero-Tech Services, Inc. may be refunded to the student in the amount of 75% of unused funds. EMU reserves the right to retain any or all such unused funds if the student has an unpaid balance at EMU.

## **WITHDRAWAL AND READMISSION**

### **WITHDRAWAL POLICY**

To withdraw enrollment from the program, the student will send an email to the Director of Aviation confirming his/her decision to withdraw. Withdrawal from the program may jeopardize financial aid for the rest of the academic year because of federal and state government regulations. Students should consult with the financial assistance office about their particular situation before

This paragraph pertains only to academic courses taught at EMU; it does not pertain to flight training courses administered by Aero-Tech Services. Students will earn academic credit for courses completed up to the point of their withdrawal. Grades will be based upon the work completed for each course attended. If a student withdraws before attending half of the class sessions in a course, no grade will be given. If a student withdraws from a course after attending more than half the class sessions but not the final session of that class, a grade of W will be assigned. If the final session is attended, a final grade must be assigned.

### **ADMINISTRATIVE WITHDRAWAL**

An student may be administratively withdrawn from the LOMV program if he or she:

- misses three consecutive sessions in face-to-face and/or online classes and is unresponsive to communication from the Undergraduate Program Assistant,
- fails to meet academic standards,
- or fails to meet financial obligations to EMU.

An LOMV student also may be administratively withdrawn from the LOMV program for one or more of the following reasons:

- Failure to participate as evidenced by excessive student cancellation of flight training sessions
- Inability to achieve at least 70% on a ground school practice exam in preparation for an FAA Knowledge Test
- Instructor's determination that student cannot be endorsed for an FAA Knowledge Test before the end of the semester in which a ground school is conducted
- 2 failures of the same FAA Knowledge Test
- Obtaining a failing grade in a ground school course
- 2 failures of the same flight training progress check
- 2 failures of any FAA Oral/Practical Test (whether the same test or different tests)
- Inability to progress in flight training, as evidenced by a consensus of instructors and/or lesson repetition required across multiple tasks with different instructors

## **READMISSION PROCEDURE**

To re-enter the program, a student must re-apply by filling in the readmission application form and submitting a letter explaining how circumstances have changed since the student withdrew. After one year, a \$25 processing fee may be required with the re-application. The application for re-entry will be reviewed by the Admissions Committee. The Academic Advisor will assist the student in discerning which cohort to join and where in the sequence of courses is best to join the cohort. After the new cohort group has progressed to a point that coincides with the last course completed by the reapplying student, the student may then join this cohort and complete the program.

## **TUITION FOR READMITTED STUDENTS**

The student is charged at the rate current at the point of readmission. In addition, the student will be charged for any course retaken for credit.

## **DRESS CODE**

Students and instructors in the EMU aviation program are required to adhere to the dress code detailed below. This code shall be in effect when engaged in any official LOMV activity, including but not limited to, classroom instruction, flight training, simulator training, field trips, and public functions. The LOMV dress code shall be business casual, which the *Oxford Dictionary* defines as: “Relating to or denoting a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression.”

- For men: collared shirts, polo shirts, or turtlenecks—no sweatshirts except as outerwear; no t-shirts except as underwear. Slacks—no jeans, joggers, sweatpants, or shorts.
- For women: shirts, polo shirts, blouses, or turtlenecks—no crops, unlayered spaghetti straps, cotton tank tops, sweatshirts except as outerwear, or t-shirts except as underwear. Slacks, skirts, or dresses—no jeans, joggers, sweatpants, leggings, or shorts.
- For safety reasons, sandals may not be worn in any aircraft.
- Upon completion of a student’s first solo flight, he/she will receive an EMU aviation polo shirt. This first polo shirt will be provided by EMU; subsequent purchases are the responsibility of the individual student through the [EMU/LandsEnd online storefront](#).

## **ACADEMICS**

### **GRADE POINT AVERAGE**

Academic Probation. Students must maintain a 2.0 GPA in the program. If a student earns a course grade lower than C-, they must retake the class. If the student's GPA drops below 2.0, or if after retaking a class their grade is still below C-, the student will be considered on academic probation.

### **ACADEMIC REVIEW**

The performance of students on academic probation will be reviewed by the director in consultation with faculty. The student may be denied continued enrollment or given conditional enrollment for the second semester. Within one calendar week following the review of a student's academic program, the Director of Aviation will inform the student of any resulting action. Students may appeal all actions of the academic review process.

### **ATTENDANCE**

If a student is unable to attend a class for health or other legitimate reasons, the instructor may grant permission to attend via electronic means, or she/he may grant permission to accomplish course tasks through asynchronous assignments. Such arrangements shall be requested by the affected student, and must be approved by the instructor, in advance of the scheduled class day/time. Failure to achieve prior approval shall result in a non-attendance being classified as an absence. If a student is absent for three consecutive sessions in face-to-face and/or online classes and is unresponsive to communication from the Undergraduate Program Assistant, he or she may be administratively withdrawn from the LOMV program.

### **INCLEMENT WEATHER POLICY**

Inclement weather policy for classes at the EMU Lancaster campus may be found in the [Student Handbook](#). Decisions about flight training during inclement weather shall be made by consensus between the student and his/her Aero-Tech Services Flight Instructor.

### **PARTICIPATION IN COMMENCEMENT**

The EMU at Lancaster commencement ceremony is held on the Friday evening following the annual main campus Sunday ceremony. LOMV graduates may participate in the commencement ceremony if all degree requirements are anticipated to be met no later than the end of summer semester following commencement.

## **DIPLOMA DATES**

LOMV students are certified for receipt of a degree when the Academic Advisor and the Registrar confirm that the student has met all degree requirements. When completion of degree requirements has been confirmed, the following information is forwarded to the Provost's office and the registrar's office: student's name, cohort number, degree date, degree, major and if applicable, honors. There are four diploma dates: 1) the last day of fall semester in December, 2) the end of spring semester, late April or early May, 3) the last day of the second term of the traditional undergraduate summer school program in mid June and 4) in August, several weeks prior to the beginning of the fall semester. Students will be assigned the most recent graduation date prior to the date when all program requirements are satisfied and all related transcripts are received by the university and posted by Registrar's Office staff.

## **TRANSCRIPTS AND ENROLLMENT VERIFICATION**

To assure the confidentiality of academic records, any request for a transcript must be made in writing and must come from the student. Requests should be addressed to the Registrar's office and students should allow one week for processing. There is a \$5 processing fee for each transcript. All tuition and fees must be paid in full before a diploma or transcript may be released. Additional information for requesting official transcripts can be found at:

<http://www.emu.edu/registrar/transcripts/>

Enrollment verification requests should be forwarded to the undergraduate program assistant.

## **ACADEMIC HONORS**

LOMV graduates are eligible for academic honors if they have earned a career grade point average of 3.60 or above, and since matriculation in LOMV have received no D or F grades at EMU or elsewhere. The career grade point average includes grades from all course work transferred to EMU.

- Cum Laude: 3.60 – 3.79
- Magna Cum Laude: 3.80 – 3.89
- Summa Cum Laude: 3.90 – 4.00

## **ACADEMIC INTEGRITY**

EMU at Lancaster academic integrity policies may be found in the [Lancaster Student Handbook](#).

## **LIBRARY USE**

### **HARTZLER LIBRARY BOOKS**

- Books are checked out from the Hartzler Library on the main campus and shipped via courier to the Lancaster location. When the student returns items to the Lancaster office, the return date should be marked on the yellow wrap. Materials may be sent back to Harrisonburg by courier or mail.
- Hartzler Library books taken to the Lancaster location by a professor as a resource for a class are charged to the professor's account and the professor is responsible for these items.

### **REQUESTS FOR MATERIALS**

Requests for materials should be made using the following methods:

- For books owned by EMU housed at the main campus, use the "I need materials; Off Campus Student Request" link in Sadie. Use your EMU ID number for "My ID is".
- The library home page provides access to an ILL form for books and journal articles.
- There is access to an ILL form through most of the databases EMU licenses.

Books secured through ILL for Lancaster personnel will be shipped to Lancaster as soon as possible. EMU faculty, staff and students are expected to honor all due dates and make sure these materials are returned to Harrisonburg by the date they are due. Interlibrary loan books should be mailed back via UPS.

### **OVERDUE NOTICES**

Patrons receive an email reminder notice three days before items are due and an overdue notice on the day after the due date. Both of the emails provide a link into Sadie to renew items if there are no holds or overdue fines.

### **RECALL OF MATERIALS**

Holds may be placed on materials that are checked out. After an item has been checked out for two weeks it is subject to recall. The Hartzler Library reserves the right to recall any materials requested by a professor for use in a class.

## **REFERENCE AND OTHER ASSISTANCE**

The library staff is available to assist students in their research by calling (540) 432-4185 or (800) 205-9996. Students should identify themselves as EMU students and clarify that they attend class at the Lancaster location. There is a Help form available at the library website; click on the “Need Help” link and choose the “Ask a Librarian” link.

## **INFORMATION RESOURCES**

Students have access to numerous resources available through the library website. There are links to research databases which provide access to journal articles. Students can find electronic books and reference sources through Sadie. When using these resources from off-campus and at the Lancaster location, students will need to authenticate using their Royal username and password.

## STUDENT SUPPORT SERVICES

### STUDENT ACCOUNT ASSISTANCE

The Coordinator of Financial Services serves as the cashier on the Lancaster campus. Lancaster Office hours are 8 a.m. to 5 p.m. Students should have their EMU ID number available for each transaction.

EMU accepts **cash, personal checks, cashier's checks, credit cards, and money orders** for payments on student accounts. There is a 2.75% service fee for paying with a debit/credit card. Students may view their statements and make payments online. The student must login and use their password to log in to myEMU. Choose the accounts tab, then [CASHNet My Account Info](#) found at the top of the right column.

### COUNSELING SERVICES

Students who desire access to counseling services in Lancaster should contact Lisa Sauder, Coordinator of Registration & Student Advising, for information regarding options and referrals. In case of a mental health crisis, Lancaster students are advised to contact one of the following:

- Lancaster Helpline 717-299-4855
- Samaritan Counseling Center 717-560-9969
- YWCA Sexual Assault Prevention & Counseling Center 717-392-7273

### STUDENT SUCCESS

LOMV students seeking academic support should contact the Lancaster Undergraduate Program Assistant, who will help formulate a plan, under which the student can meet academic challenges, and/or will direct the student to other resources. Information about academic support, including writing assistance, also may be found in the [Student Handbook](#).

### COMPUTER RESOURCES

Students enrolled in the LOM have access to EMU's computer resources. Login ID's and passwords are distributed prior to orientation. Students are expected to abide by the conditions presented in the Technology Code of Responsibility for Students found at <http://www.emu.edu/is/policies/>. Students will periodically be prompted during the network login process to affirm that by using the EMU network they are agreeing to this code of conduct.

Additional information regarding computer use may be obtained from the information systems office Monday through Friday from 8:00 a.m. until 5:00 p.m. at [helpdesk@emu.edu](mailto:helpdesk@emu.edu) or (540)432-4357.