



School of Aviation

Aviation Technologies

Student Handbook

AVIATION TECHNOLOGIES

STUDENT HANDBOOK

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1. SAFETY

1. Safety is your job. Correct any unsafe conditions immediately.
2. If the situation warrants a simple solution, the students are expected to make the necessary correction, e.g., wipe up an oil spill on the hangar floor.
3. Do not hesitate to report an unsafe condition to your instructor.
4. During your courses, you may have an opportunity to work on flyable aircraft. Many of the aircraft in the hangar are operational. Hangar pilots are not tolerated! Students should not enter an aircraft without permission from an instructor. If you notice an unsafe condition of the aircraft, report it to your instructor immediately and take it upon yourself to see that the condition is corrected.
5. If you accidentally damage something, such as an item of equipment or aircraft parts, report it immediately to your instructor. No price is too much to pay when dealing with human life. Honesty is always the best policy. An honest person has always been held in high esteem among the staff at SIUC.
6. Be neat and orderly when laying out your work. This helps to avoid overlooking any steps in the procedure. A small piece of dirt or metal shaving may pose a safety hazard. Keep your job area, lab or classroom, and the School clean. It is a direct professional reflection of you!
7. Take pride in yourself and your work! Pride plays a most important part in your job performance. A job done with pride in mind is done with safety in mind. Remember, when you are finished with the job, you will be expected to be proud enough to sign your name to it and/or fly in it.
8. No horseplay will be tolerated.
9. SMOKING. SIUC is a smoke-free environment. No smoking is allowed within 25 feet of the door of any SIU facility.
10. CHEWING TOBACCO. The use of chewing tobacco is not allowed in the classrooms or laboratories.
11. NOISE PROTECTION. Each student shall have available ear protection to protect his or her ears from excessive noise from operating aircraft or laboratory equipment.
12. EYE PROTECTION. An attempt has been made to provide sufficient face-shields in areas of eye hazards. The student is expected to make use of this safety equipment. Absence of appropriate equipment should be reported immediately to the instructor.
13. PERSONAL WORK IN THE LABS. Work on personal equipment in the lab is prohibited, unless it is done as part of the regular course work and with the permission of the instructor. In most cases, it will be necessary to have written permission of the School Director for such work to be accomplished.

2. ATTENDANCE

As a Federal Aviation Administration (FAA) certified aviation mechanic training program, SIUC's School of Aviation must ensure students meet the requirements of the FAA's Aviation Mechanic's Airman Certification Standards (ACS). The standards require students comprehend many knowledge subjects, as well as demonstrate many hands-on laboratory projects; therefore, attendance is mandatory for all Aviation Technologies courses. Instructors are required to track the successful accomplishment of all ACS knowledge, risk management and skill requirements. Students are expected to be in lecture and lab, on time, for all course meetings.

Determination as to whether an absence is "excused" rests solely with the instructor. Examples of "excused" absences may include: an illness accompanied by an SIU Student Health Services note stating the illness "precluded the student from attending course meeting(s)" including a date range of necessary absence; a documented death in the students immediate family; a U.S. Military Reserve Component training activity accompanied by a memorandum from their unit commander stating the "training activity is mandatory and not available outside of the scheduled SIU School of Aviation course meeting time(s)" including a date range of training. It is the student's responsibility to contact the instructor in advance of absences or immediately thereafter to coordinate a time to accomplish missed subjects and/or laboratory projects.

If for any reason (excused or unexcused) a student misses more than twenty percent of lab and/or lecture meetings during a single semester-long course, they will not be able to complete the course and will receive an "Inc" or "F" for a course grade at the discretion of the instructor.

Unexcused absences or habitual tardiness will result in a cumulative reduction of the student's final course grade point average. The first unexcused absence results in a one-point reduction of the final grade (0-100 scale); the second unexcused absence results in a two-point reduction; the third results in a four-point reduction; the fourth results in an eight-point reduction; the fifth results in a sixteen-point reduction. After the fifth unexcused absence, the cumulative grade reduction would be 31 points, making it impossible to receive a passing grade for the course. Three late arrivals will be counted against the student as one unexcused absence. Performance of make-up work does not reinstate points lost due to unexcused absences.

3. GRADES

Aviation Technologies courses adhere to the following grading scale:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = Below 59

Note: A minimum grade of “C” is required in all AMT and AVT courses.

Lab grades are evaluated by each individual instructor. The lab grade is the average of the instructor’s evaluation of your performance on all lab projects assigned to you.

In order to graduate and to remain on a Good Standing status, students must maintain a minimum of a “C” average in their classes.

If you’re having problems with a particular course, make an appointment with the instructor of that course as soon as possible. Don’t wait until the last minute. The instructors will help you if they can.

Instructors’ grades are final. All grade changes are limited to computer error. Matters related to faculty judgment in grading may not be appealed per the [SIUC Undergraduate catalog](#). Any questions regarding grades must be resolved within 30 days (20 working days) of issuance of the grade in question.

Note: Due to the Privacy Act, grades must be posted using a “secret ID.”

4. HAND TOOLS

Aviation Technologies students are required to have an approved tool kit in the laboratories.

Adequate time will be given to purchase [tool kit](#).

If hand tools are required for a lab, the student is expected to have them available and in the building. Students who fail to have tools available may be counted absent. Students who show up in lab with no tools will be counted absent for that lab and each lab thereafter until a tool kit is purchased.

5. FACILITIES

The Aviation Technologies building is open Monday through Friday from 7:45 a.m. to 5:00 p.m. No students will be allowed in the building after 5:00 p.m. without the direct supervision of a full-time staff member or an authorized laboratory assistant.

Aircraft, other than SIUC aircraft, are not allowed in the Aviation Technologies hangar unless special approval has been given for their use as maintenance training projects.

Tools and equipment owned by the School of Aviation will be utilized only for scheduled course activities and approved work sessions.

Aircraft parked on the ramp may be privately owned transient aircraft. Students should stay away from these aircraft unless they are invited by the owner/operator to give it a closer inspection.

Because of extreme hazards associated with operating aircraft, propellers, turbine exhaust, and helicopter rotor systems, students must always exercise care when they are on the ramp for any purpose.

6. RESPECT FOR BUILDING AND EQUIPMENT

Students should not operate or tamper with equipment without permission from an instructor. If you do not totally understand the operation of an item of equipment, ask your instructor for assistance.

Do not stand or sit on equipment (including tables and work benches).

Use proper containers for disposal of waste. Throw cigarette butts, empty soda cans, candy wrappers, and all trash paper into disposal cans provided.

Confine food and beverage consumption to the lounge area.

Have respect for the Airport grounds—stay on the sidewalks as much as possible.

Offices in the Aviation Technologies building are not to be used as lounges. Use only for official business.

All instructors have office hours posted. Please make an appointment with them to conduct student business.

The integrity of each student is naturally assumed; however, it is also expected that all students help to ensure the integrity of their fellow students.

If students find themselves witnessing a breach of integrity and feel they cannot correct the situation at that time, they should report the incident to an instructor. The report will be kept in the strictest confidence.

7. PRIVATE AIRCRAFT

Students having privately owned aircraft based on the Southern Illinois Airport are required to register these aircraft at the Southern Illinois Airport Authority Office. A nominal tie-down fee is required. At times, individual hangar space is available on the field at nominal rental fees.

8. TRANSPORTATION

The Saluki Express provides bus transportation between the campus and the airport. Bus schedules and route information are available on the [Saluki Express webpage](#). All students attending courses in Aviation Technologies are encouraged to use this bus service as their primary means of transportation to and from the airport.

The University has established very specific motor vehicle regulations which are applicable to all students. All students parking a motor vehicle on SIU property must register their vehicle with the SIU Parking Division. The complete Parking Rules and Regulations are available online from the [Parking Division](#).

Special transportation problems or questions should be discussed with the Aviation Technologies Advisor.

9. ATTIRE

Proper attire will be expected while attending Aviation Technologies.

Open toe shoes will not be permitted in the hangar or laboratory environments.

10. DEPARTMENT PRELIMINARY EXAMS

After satisfactory completion of mathematics and the Airframe and/or Powerplant courses, all students are required to pass preliminary exams prior to the issuance of FAA Airframe and Powerplant Graduation Certificates.

Preliminary exams are part of the FAA-approved curriculum of this program and are, therefore, mandatory.

Students taking prelims in the airframe and/or powerplant sections for the first time must also take the General Preliminary Exam. The General Preliminary exam may be taken at any time the General coursework has been completed.

A minimum passing grade of 90 percent is required on each individual exam.

11. FAA TESTS

To obtain an FAA Mechanic's Certificate with an Airframe and/or Powerplant rating, an applicant must pass FAA knowledge, oral and practical tests.

The knowledge tests are administered by FAA designated personnel and can be taken upon completion of the appropriate curriculum and the receipt of the appropriate FAA Airframe or Powerplant Graduation Certificates. As with the Preliminary Exams, the General Knowledge Test may be taken prior to the Airframe or Powerplant Knowledge Test. (Please see note below for important information.) The appropriate Graduation Certificate must be presented to take the knowledge tests. Knowledge tests may be taken for a fee at FAA designated testing facilities at SIU or elsewhere.

The oral and practical tests are given by other FAA designated personnel or by Aviation Technologies staff members who serve as FAA Designated Mechanic Examiners (DME). To better serve the students, the following procedure will be followed:

1. The applicant will have successfully passed the knowledge tests pertinent to the rating(s) sought.
2. The General oral and practical tests will be taken at the same time as the Airframe and/or Powerplant oral and practical tests.
3. The applicant will contact the DME directly. Applicants will be taken on a first-come, first-served basis.
4. The examiner can serve two applicants at a time with the time being arranged by the examiner.
5. An individual toolbox will be required for each practical exam. Paper, pencil, reference books, multimeter, and calculator will be required for all parts of the exam.
6. If a section is failed, you must schedule a retest. The DME will provide instructions on how to do this if needed.
7. The applicant must wait 30 days or present a letter of competency as per federal regulations prior to retaking the exam.
8. Practical and orals tests are not learning experiences.

IMPORTANT NOTE: FAA Knowledge Test results **expire after 24 calendar months**. The expiration date is printed on the Knowledge Test Report when the test is completed. Applicants have until this date to complete all A&P tests (oral and practical), otherwise the Knowledge Test must be taken again for a fee.