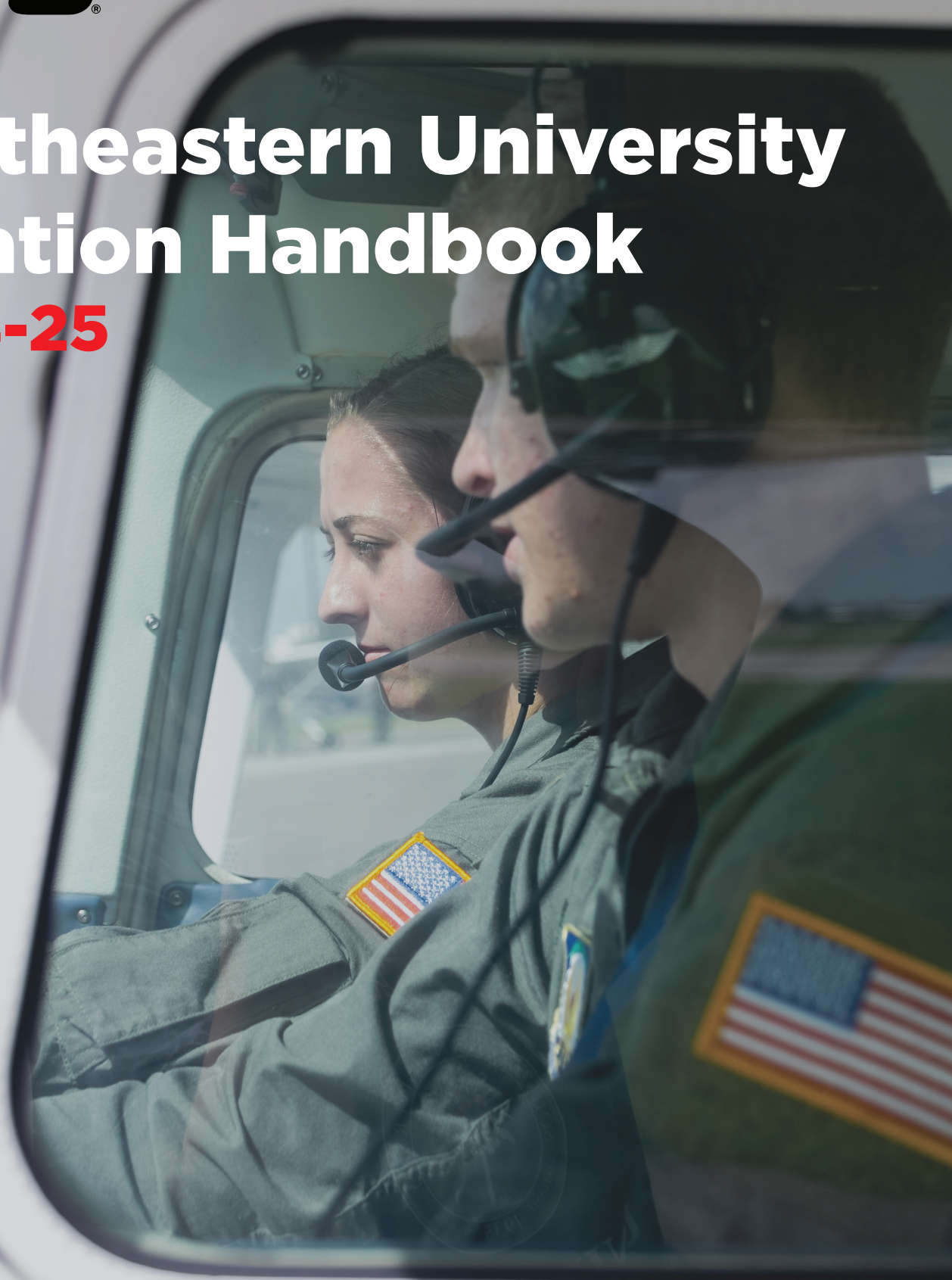




Southeastern University Aviation Handbook 2024-25



Mission Statement

The mission of the SEU Aviation Pilot Program is to prepare future aviation professionals to excel in their careers. We focus on building leaders who can handle complex systems and make smart decisions for safe and efficient flight experiences.

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Hello, future aviation professional!

Welcome to the Aviation Pilot Program at Southeastern University (SEU).

You are about to embark on a journey with one of the most exciting and career-empowering university aviation programs available today. The worldwide pilot shortage is expected to remain through 2035 and beyond. This creates abundant career opportunities in the coming years with the military, airlines, air cargo, corporate, and flight training industries. There also remains an urgent and continual need for missionary pilots and other professionals in the aviation field.

Our commitment goes beyond teaching you how to fly. Our mission is to help you discover your God-given calling — your Divine Design — and develop the finest leaders and aviation professionals. We are excited to come alongside you and equip you to fulfill your greater purpose in life.

Training to become a professional aviator takes discipline, focus, and integrity. Pilots are responsible for the safe operation of their aircraft as well as the safety of the people and cargo they transport. This manual sets forth the policies required by Southeastern University and the Jannetides College of Business, Communication & Leadership. All students must acknowledge their understanding of — and remain in compliance with — this document, as well as our training partner’s Safety Procedures and Practices Manual. Should discrepancies arise, Federal Aviation Regulations and common safety practices take precedence.

You are always welcome to contact your aviation leadership team with any questions.

Let’s take to the skies!

Dr. Kenneth Stephens

Chair, SEU Aviation Program

GENERAL DEGREE INFORMATION

Southeastern University allows students to pursue aviation-related degrees through the Jannetides College of Business, Communication, & Professional Leadership.

Available programs include:

On-Campus Undergraduate Students (based on our Lakeland Campus)

- Bachelor of Science in Aviation Management: Professional Pilot
- Minor in Aviation Operations
- Minor in Aviation Management

Partner Site Students (KingSky only)

- Associate of Applied Science Professional Pilot
- Bachelor of Science Aviation Management Professional Pilot
- Minor in Aviation Operations
- Minor in Aviation Management

Online Students

- Minor in Aviation Operations
- Minor in Aviation Management

FAA Certificates & Ratings

All aviation students are required to complete the following FAA certificates and ratings. These ratings are built into the academic requirements for the associate and bachelor's degrees.

- Private Pilot: Airplane
- Instrument Rating: Airplane
- Commercial Pilot

FLIGHT TRAINING

Flight training is offered through KingSky Flight Academy, LLC (KSFA) at Lakeland Linder International Airport (KLAL) in Lakeland, Florida.

Flight training for Private, Commercial, Instrument Rating, Multi-Engine, and Flight Instructor is conducted under FAA Part 141 rules. Students may sometimes complete one or more ratings or certificates under FAA Part 61.

Our goal is to provide all SEU Aviation Pilot Program students with the opportunity to interview as flight instructors upon completing their Certified Flight Instructor certificates. Please speak with the program's leadership for more details.

Capacity and Flight Scheduling

SEU and KingSky Flight Academy will make reasonable attempts to accommodate flight training for all aviation students. Aircraft inventory, availability of flight instructors, and other capacity constraints may limit the number of aviation students approved for flight training courses.

To ensure the highest quality of flight training for our students, Southeastern University and Kingsky Flight Academy utilize a cohort model with a limit of 15 students per academic year. This allows for more personalized attention from flight instructors and maximizes access to aircraft and other resources. As a result, students who wish to participate in flight training courses should plan accordingly and make arrangements as soon as possible to secure a spot in the next available 25-student cohort. All freshmen cohort students are accepted on a first-come, first-served basis. Students who apply and are accepted into the flight program **must obtain financial clearance prior to the start of the semester** (this may include a non-refundable deposit). Visit [SEU.edu/fireready](https://seu.edu/fireready) for details.

Please note the following priorities and timelines for existing and transfer students:

- Existing SEU students who are approved for the major must obtain financial clearance within 90 days of the start of a semester, which may include a non-refundable deposit.
- Transfer students who have been accepted to the university and approved for the major must obtain financial clearance within 90 days of the start of a semester.

Courses

Flight and ground training course codes are associated with an AVIP prefix. Availability of aircraft, simulators, flight instructors, and other factors, such as weather, airspace, and time to train, each impact dispatching of resources and a student's schedule.

R-ATP

The Federal Aviation Administration (FAA) allows students to apply for an Airline Transport Pilot Certificate with Reduced Aeronautical Experience (R-ATP).

Southeastern University has applied to the FAA for authorization to certify its graduates for both the 1,000-hour and 1,250-hour R-ATP according to the guidelines in FAA.

Advisory Circular 61-139 and FAR 61.160. As of the publication date of this document, Southeastern University is not yet authorized to certify its graduates as R-ATP qualified.

ADMISSION REQUIREMENTS

Students wishing to major in aviation must first be admitted as a student to Southeastern University in either the traditional delivery on the main Lakeland campus or at the partner site (KingSky/Lakeland Linder International Airport).

To get accepted to SEU, students must demonstrate that they are a good academic and spiritual fit. The academic fit is considered after reviewing a student's GPA, test scores (if applicable), and essay. The spiritual fit is considered after reviewing the student's biographical essay and Christian character reference. Visit [SEU.edu/admission](https://seu.edu/admission) for more details.

Before the first flight, students must complete the following items through SEU's flight training partner, KingSky Flight Academy (KSFA):

- Identity verification requirements specified by the Transportation Safety Association (TSA);
- Presentation of an original copy of a Second-Class FAA Medical Certificate, which will need to be with the pilot at all times when flying. First Class is recommended and required for the airlines. Visit flightphysical.com to find a participating doctor in your area.
- Presentation of pilot logbook documenting previous flight, ground training, and any endorsements
- Obtain aircraft renter's insurance as required by SEU's authorized aviation partner, who can provide you with options for insurance sources. SEU recommends a policy of at least \$500,000 of personal liability insurance note that this policy is at your own cost and is not included in your tuition).
- Acknowledgment of receipt — and agreement to comply with — any and all safety policies, procedures, and other requirements specified by SEU's authorized aviation partner.

For students who already have their pilot certificate:

- Presentation of an original copy of any FAA-issued pilot certificates or ratings
- Before commencing any flight training, the student must complete the following items through the SEU Aviation Department Chair (or designee):
- Acknowledge receipt — and agree to comply with — the policies of this manual; and
- Obtain financial clearance from SEU Student Financial Services.

International Students

As of the date of this manual, non-US citizens are not yet able to be admitted to this program. However, non-US citizens are expected to be admitted after the university obtains approval to issue F-1 VISAs for aviation flight training. Once approved, these students must complete additional requirements, including an appropriate visa and Transportation Security Administration (TSA) approval through the Alien Flight Student Program (AFSF).

ACADEMIC AND ADVISING INFORMATION

All aviation students will actively participate in academic advising with the Chair of the Aviation Program (or designee) and an academic advisor assigned to them by the Office of Academic Advising.

Students should plan to work with their advisor and the program chair/designee to ensure compliance with the established course plan, which is available in the online catalog at catalog.seu.edu.

One of the unique features of the SEU Aviation Pilot Program is the opportunity for students to conduct their ground and flight training right from the beginning of their academic program. Aviation students will also take Foundational and Major Core courses while they work on their flight training. Eventually, this enables them to build flight hours while being paid as Certified Flight Instructors (CFI) and completing courses online or on our main campus. A four-year completion plan is published annually in the online catalog to direct students on which classes they should take every semester.

This flight training is appropriate for students living on the main SEU campus who plan to take full advantage of the college experience, including participating in athletics and/or clubs. Students will schedule their flight training around their face-to-face course schedules. This plan may be modified based on the student's other academic courses or previous flight training experience.

We require a rigorous, focused schedule, which is only possible for students who can devote full-time to their studies and flying. To complete the program on time, students must be available for at least 20-30 hours per week for flight lessons. This requires at least five (5) four-hour weekly blocks for flight lessons.

For cross-country lessons, longer blocks of time are required. Night lessons are required in certain classes as well. To achieve this goal, students must schedule flight time at least three times a week, and no less than two weeks in advance.

As of the 2024 academic year, students will complete their pilot training over six semesters.

1st Semester	Private Pilot I	2nd Semester	Private Pilot II
3rd Semester	Instrument Rating	4th Semester	Commercial Pilot Flight I
5th Semester	Commercial Pilot Flight II	6th Semester	Certified Flight Instructor

Sample Aviation Schedule — First Semester

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00–9:00 AM	English	Fly	English	Fly	English	
9:00–10:00 AM	Community & College Success	Fly		Fly		Fly
10:00–11:00 AM	Business	Fly	Business	Fly	Business	Fly
11:00 AM–12:00 PM	Lunch	Fly	Lunch	Fly	Lunch	Fly
12:00–1:00 PM	Fly	Lunch	Fly	Lunch	Fly	Fly
1:00–2:00 PM	Fly	Math	Fly	Math	Fly	Lunch
2:00–3:00 PM	Fly		Fly		Fly	
3:00 –5:00 PM	Fly		Fly		Fly	
5:00–6:00 PM	Dinner	Dinner	Dinner	Dinner	Dinner	
6:00–8:00 PM		Ground		Ground		

Maximum Allotted Hours to Complete Flight Portion of Certificate

COURSE	FLIGHT HOURS	COMMENTS
AVIP 1001 Intro to Flight	5.5	This includes only flight training
AVIP 1013, 1011, 1022 Private Pilot 1, 2, & Ground	57	This includes only flight training
AVIP 3013 & AVIP 3023 Commercial Pilot Flight 1 & 2	131	This includes simulator training and check ride
AVIP 4041 Multi-Engine Rating	17	This does not include the ground school
AVIP 4022 Certified Flight Instructor I	27	This includes only flight training; no ground or pre-post briefing
AVIP 4031 Certified Flight Instructor II	17	This includes only flight training; no ground or pre-post briefing
AVIP 4051 Certified Flight Instructor Multi-Engine	27	This includes only flight training; no ground or pre-post briefing

Change of Catalog Information

Information provided within this manual is generally updated annually in advance of any new academic year, and published by May or June of each calendar year. Information is subject to change at the discretion of the university's administration. Any modifications in educational programs, educational services, procedures, or policies will be communicated via email to students. Materials included herein are based on information published as of August 2024 and apply to degree programs offered in the 2024-2025 year. This policy may be revised at any time.

Incompletes, Remedial Lessons, and Academic Standing

Incompletes

- Students are expected to complete the flight and ground training courses by the end of the semester in which they enrolled in those courses.
- However, the availability of resources, weather, pilot illness/medical restrictions, and individual pace of learning impact the total number of calendar days it takes to complete flight training.
- If a student has extenuating circumstances (e.g., illness, emergencies, etc.) and requires remedial flight training; or availability of resources/weather inhibits the ability to complete the course requirement in a given semester, an Incomplete grade may be issued.
- All incomplete requests need to be approved by the Aviation Chair of the Jannetides College of Business, Communication & Leadership or designee.
- In these cases, students must complete the course requirements by the end of the following semester. Please note that summers are not considered part of these academic semesters.

If a student is given an Incomplete and **does not complete the training by the end of the following semester**, the student will receive an **F grade and will be required to retake the training**.

Remedial Lessons

- If a student needs flight training or lessons beyond the prescribed lessons and budgeted flight and ground hours for each AVIP course, a remediation plan will be developed.
- This plan will include a financial budget for the additional flight or ground lessons.
- Students must receive financial clearance before commencing remedial training. See the current course fee chart for more information.

Academic Standing

- To remain in the aviation program, students must maintain an overall GPA of 2.5 to enroll in any AVIP course.
- Students whose GPA slips below a 2.5 must improve their overall GPA within two full semesters.
- The student may not enroll in any AVIP courses until the minimum GPA is achieved.
- Students may not earn more than two failing (F) grades or administrative withdrawal (WF) grades for any AVIP course.
- A student will be dismissed from the program after the third F or WF grade for an AVIP course.
- After one year, a student dropped from the program may reapply.
- Students have the right to appeal first to the Aviation Chair of Jannetides College of Business, Communication & Leadership, then to the Dean, and finally to the Provost.
- Students needing tutoring should work with the Academic Center for Enrichment (ACE).

Transfer Credit and Previous Flight Experience

Students may transfer credits into their degree program according to the policies in the most current SEU catalog, including flight training courses from a regionally accredited institution.

Credits for FAA certificates may be granted through Prior Learning Application (PLA) for the following:

Certificate Type	Course	Credits
Private Pilot Certificate	AVIP 1011, AVIP 1012, AVIP 1013	6
Instrument Rating	AVIP 2013, AVIP 2023	6
Commercial Pilot Certificate	AVIP 3013, AVIP 3023, AVIP 3033	9
Certified Flight Instructor (CFI)	AVIP 4013, AVIP 4022	5
CFI-Instrument	AVIP 4031	1
CFI-Multi-Engine	AVIP 4051	1
Multi-Engine Rating	AVIP 4041	1

Students may transfer up to 9 credits of AVIP course for free. Additional credit may be granted at a rate of \$100 per credit hour.

Students who have previous flight training experience from an FAA Part 141-approved flight school, but have not completed a certificate or rating, may be evaluated by SEU's training partner to determine credit and placement for flight training. This might result in a refund of the corresponding flight fees for SEU courses.

Once students commence their flight training with SEU, they may not transfer ratings or certificates into the program to receive academic credit. Students may appeal for the opportunity for transient credit for extenuating circumstances to the Aviation Chair of Jannetides College of Business, Communication, & Leadership,

FINANCIAL SERVICES

Southeastern University's Flight and Ground Training Fees

Courses with an AVIP or AVIM prefix have additional course fees, and the cost breakdown can be found on the SEU Tuition & Fees webpage. University students shall be charged fees for flight and ground training delivered by the contracted vendor when enrolled in a corresponding university course.

Financial Clearance

Students must obtain clearance from Student Financial Services before commencing any flight or ground training lessons. Financial Clearance is defined as having all financial obligations paid, or a having a plan in place to cover these expenses, such as with financial aid and/or a payment plan. The Aviation Program's cost structure includes flight fees and SEU tuition, meaning the expense will be higher than other programs. We advise that all students interested in the program proactively engage with the financial services department to explore available funding options and create a comprehensive plan to manage these costs effectively before course registration. Visit [SEU.edu/financial](https://seu.edu/financial) to get started.

Southeastern University accepts many options to cover the program's cost, including the use of scholarships, grants, federal student and Parent PLUS loans (optional), private loans, and payment plans. The payment plans available through SEU charge no interest. Students utilizing these plans must remain in good standing with on-time payments in order to continue with flight training.

Course Fees & Fee Structures

The Tuition & Fees page at [SEU.edu/tuition](https://seu.edu/tuition) provides the most up-to-date course fees, block training hour rates, and fee structures. Visit [SEU.edu/financial](https://seu.edu/financial) for additional details on financial aid, financial clearance, and bill payment.

Veterans and GI Bill Benefit Students

VA benefits currently cannot be applied to any flight training programs at SEU. As of the date of publication, SEU is not cleared to offer VA Benefits to pay for flight training course fees and is currently not seeking approval. Veterans may use other financial aid options for which they qualify to pursue an aviation degree.

Note: SEU is happy to welcome students who are eligible for VA benefits into other university programs. Visit [SEU.edu/veterans](https://seu.edu/veterans) for details.

Scholarships and Tuition Discounts

SEU provides merit-based institutional scholarship opportunities for students enrolled in traditional programs, which includes the Bachelor of Science in Aviation Management. Institutional scholarships do not apply to course flight fees or programs offered via the partner site but at a discounted tuition rate. This includes programs such as the Associate of Applied Science-Professional Pilot, the Bachelor of Science in Business and Professional Leadership-Pilot Track, and the Bachelor of Science in Aviation Management offered through the partner site delivery. Traditional students eligible for institutional scholarships must be enrolled in at least 12 credit hours each semester (full-time) and maintain a minimum 2.0 GPA to remain eligible for the academic scholarship each year.

Remedial Training Lesson Fees

Students who exceed the estimated flight training lessons and instruction time will be billed at prevailing hourly rates for additional flight hours and/or ground instruction. Costs associated with repeat lessons, FAA check-rides, or knowledge exams are listed on the current Flight Fee Schedule.

Withdrawals and Refunds

Students may drop or withdraw from courses per the university catalog policies. Students who choose to suspend their flight training during the withdrawal period may request a refund of aviation-specific fees, at a pro-rata rate for any unused lessons. After that, all remaining unused flight fees will be forfeited to SEU. All tuition and fees are non-refundable after the last day of withdrawal to receive a prorated refund as outlined in the University refund policy.

Students who do not complete an AVIP course in the term in which they are enrolled, depending on the circumstances, may take an incomplete grade and then have one semester to complete the course, per the university catalog. Students cannot register for any AVIP courses until they have completed the current AVIP course. See the most current flight fee schedule for costs associated with each course leading to an FAA certificate or rating.

HOUSING

Main Campus Students

Students who enroll on the main campus and take their Foundational Core and Divine Design courses on campus may be eligible for on-campus housing. Additionally, Aviation majors may be eligible for the privilege of early check-in at the start of a new semester. This is done for the benefit of the student to facilitate a quick start to the flight training for the semester. Please watch your SEU email for communication from the Aviation Chair, Student Financial Services, and the Housing office for specific information.

Partner Site Students

Students who enroll as partner-site students at Lakeland Linder International Airport and only take their Foundation Core and Divine Design classes online are not eligible for on-campus housing.

CAREER PLACEMENT

There is no better time in recent history to become a professional pilot. SEU students who complete their certified flight instructor (CFI) training at SEU are eligible to interview to work as a CFI with our training partner. This enables students to build flight hours while earning money as instructors. SEU or our training partner may also have arrangements with regional airlines and other organizations to provide channels to employment. SEU or our training partner do not guarantee employment, but we will provide opportunities for qualified CFIs and graduates to network with employers.

STUDENT CONDUCT

Any pilot must act with professionalism, integrity, and sound judgment. Moreover, according to FAA regulations, pilots holding airline transport pilot certificates must be of high moral character. SEU strives to help students develop intellectually, socially, and spiritually. A variety of opportunities exist for students to develop in these areas. We encourage students to seek out those resources offered by SEU, including spiritual life activities.

All SEU students are obligated to adhere to the current Student Community Covenant. SEU is an alcohol and drug-free community. Any traffic citations, criminal convictions, DUIs, etc. are subject to SEU's policies regarding reporting, suspension, and expulsion. FAA Regulations must be followed in reporting violations regarding the use of alcohol or drugs while driving or flying.

SAFETY POLICIES

Passengers During Flight Training

In addition to the safety policies and procedures required of SEU's training partner, students with a Private Pilot Certificate may not carry passengers while on a training mission leading to academic credit. For instance, students building hours toward a Commercial Pilot Certificate may not transport passengers while conducting a solo flight lesson unless the lesson specifies a qualified observer, pilot monitor, or certified flight instructor is required to complete the lesson.

Personal Pilot Risk Management Assessment

Students are required to affirm they have completed their own personal pilot risk management assessment prior to each flight and have determined they are safe to fly based on the following categories:

- Weather conditions, including forecasted weather changes, density altitude, and wind shear;
- Aircraft performance, including weight and balance, fuel load, and maintenance status;
- Pilot proficiency and physiological readiness, including recent flight experience, health status, and fatigue level;
- Flight environment, such as terrain, airspace, and other aircraft traffic; and
- Emergency procedures and contingencies, such as engine failures, weather deviations, and communication failures.

Students will adhere to the current SEU policy regarding safety and health precautions related to socially-transmittable health conditions;

- Illness: If a pilot has or develops a known medical condition that would prevent him or her from obtaining a medical certificate, he or she is prohibited from flying as a required crewmember (FAR 61.53);

- Medication: All medications should be scrutinized by both the pilot and his or her doctor before consumption. Many prescription and over-the-counter medications can be dangerous for a pilot to consume before flying; and
- Stress: Pilots should assess their stress level in three areas, physiological, environmental, and psychological, to ensure they have mitigated any risks before flying.

Alcohol: FAR 91.17

Prohibits the use of alcohol within 8 hours before flying, while under the influence of alcohol, or with a blood alcohol content of .04% or greater. Additionally, the university's student policies prohibit the consumption of alcohol by any student on- or off-campus.

Fatigue

The effects of fatigue and sleep deprivation are cumulative and over time can be dangerous for pilots. It is recommended that all pilots obtain a minimum of 7 hours of sleep during the previous 24 hours. Managing fatigue and emotions is the responsibility of the pilot alone. Pilots should maintain an objective view of their emotional stability and mental health before flying. Stress and other factors can impact emotions and judgment. Students may seek resources and referrals from SEU.

ACKNOWLEDGMENT OF RECEIPT

Each aviation program student must sign the Southeastern University Consent, Release and Waiver of Liability, and Hold Harmless Agreement.