

## **Student Training Deficiencies and Student Probationary Policy**

### A. GENERAL PURPOSE

The purpose of this document is to provide guidelines for the handling Student training deficiencies and non training deficiencies.

### B. STUDENT PROBATIONARY POLICY -TRAINING RELATED

1. Absolute Aviation does not possess a formal academic probationary policy given that flight training does not included formal interim assessments or the review of GPA scores assigned during the training course. As Flight training is a hands-on undertaking, should the student assigned Flight Instructor become concerned with the rate of progress on an assigned student, this concern will b brought to the attention of the Chief Flight Instructor (CFI), who will then undertake a review of the Students training.

If it is deemed necessary, the Chief Flight Instructor (or qualified delegate) will meet with the student to discuss concerns and assist in developing an appropriate plan to assist the student correcting deficiencies in an effort to assist the student in achieving a satisfactory performance. In extreme circumstances, the student may be advised that the training program is perhaps not suited to them and that perhaps withdrawal from the program should be considered by the students.

### C. STUDENT PROBATIONARY POLICY –NON TRAINING RELATED

1. Students at Absolute Aviation have an obligation to act in a civil, respectful, and responsible manner toward all members of the Absolute Aviation Community. Further, the following seven (7) points highlight key guiding principles that underpin Student interaction while engaged with Absolute Aviation.

- Practice personal and academic integrity
- Respect the dignity and individuality of all other
- Respect the rights and property of others
- Take responsibility for one’s own personal and academic commitments
- Contribute to Absolute Aviation Community by being fair, cooperative, and honest
- Respect and strive to learn from differences in perspective, ideas, and opinions
- Refrain from and discourage behaviors which threaten the freedom and respect that others deserve

2. If a Student is accused of non-course training misconduct, the Student will receive a letter from the person responsible for investigating the matter. The letter will invite the Student to attend a meeting. This letter will be from the Operations Manager.

3. During this investigation stage, students will be provided with opportunity to explain their perspective on the situation that has occurred before any final decision in made.

### E. POSSIBLE RESOLUTIONS OR DISCIPLINARY ACTS FOR NON-TRAINING RELATED ACTS

- Written reprimand or letter of notification placed on file documenting the infraction and potential consequences should the action occur again in the future.
- Suspension from the training course for an established period of time ranging from 1 day to 1 month
- Restitution being made for loss or damages
- Letter signed by students acknowledging future special conditions related to personal behavioral adjustments that need to be undertaken by the student