

ATTENDANCE IN FLIGHT AND SIM COURSES

All flight students are required to report in person to dispatch for every regular scheduled flight and simulator slots. The only acceptable reasons for a student to cancel their slot are:

- Illness
- Emergency
- Purdue home football games
- Extra slot
- Course is complete and the student is waiting for a stage check or checkride

If the student cannot attend their slot for the above reasons, they must call dispatch at 765-494-8163 to cancel that slot at least 15 minutes prior to the slot. Cancellations and no-shows will be recorded in the dispatch system's attendance record. It is the responsibility of the student to cancel their slot.

The following actions are considered a "no show":

- Failure to cancel within the 15 minutes prior to the start of the regular or extra slot.
- Cancellation for reasons other than those stated above.
- Failure to report to the regular or scheduled extra slot.
- Cancellation for weather more than 30 minutes prior to the beginning of an extra slot.

Each no-show will result in a 0.2 point reduction off the final course grade.

The first no-show will receive a warning. For each no-show beyond the first, the student will be assessed a \$103 no show fee. The student will be notified by e-mail that a no-show has been recorded. If it is the second no-show, the student will have 48 hours from the receipt of the e-mail to provide documentation to the Chief CFI that the no-show was in error. Appropriate documentation can include but is not limited to:

- Doctor's note
- Football ticket
- Letter from the Office of the Dean of Students

If the student wishes to appeal the assessment of a no-show fee, proper documentation must be provided to the Chief Instructor, who will then pass the documentation to the Associate Head of the School for final adjudication.

Questions about this policy or appeals should be directed to Ronda Cassens at rcassens@purdue.edu and 765-494-1532.