



COMMUNITY COLLEGE OF BEAVER COUNTY

JAMES M. JOHNSON SCHOOL OF AVIATION SCIENCES
STUDENT HANDBOOK

2025 - 2026



Welcome to the Community College of Beaver County (CCBC) James M. Johnson School of Aviation Sciences (SAS). For over 55 years, SAS has provided students with the opportunity to prepare for exciting and rewarding careers in the aviation industry. Your decision to attend SAS is the first step in realizing your future as a Professional Pilot, Air Traffic Control (ATC) specialist, or Aerospace Management expert. You will find a dedicated staff of highly experienced aviation professionals who will guide you toward your future, you are ultimately responsible for your academic success, so be prepared to work hard, study, fly airplanes, meet new lifelong friends, and begin an exciting journey!

Your time at CCBC will “fly by” while making your dreams a reality and preparing yourself for a rewarding future in aviation. Take advantage of all the opportunities CCBC has to offer you and enjoy the beginning of the rest of your life. The SAS faculty and staff look forward to celebrating your accomplishments.

All the best!

School of Aviation Sciences faculty and staff

Start Strong, Stay Strong, Finish Stronger!



SAFETY IS PARAMOUNT!

In the interest of aviation safety, any student deemed by our partnering Flight Schools and/or SAS faculty/staff of operating an airplane in an unsafe manner, violating a Federal Aviation Administration Regulation, or under investigation by the Federal Aviation Administration for violating a Federal Aviation Administration Regulation, may be suspended from flying until all investigations/inquiries are complete, and the SAS Chief Ground Instructor recommends to the Dean that the student is cleared to begin flying. Under certain circumstances, SAS may convene a Flight Examination Board (FEB) to assess a student's aptitude/ability to safely complete the flight courses contained in the SAS aviation programs. The FEB will be chaired by the Dean and consist of the SAS Chief Ground Instructor, SAS faculty, and the partnering Flight School. If the findings warrant, the FEB process could result in the dismissal of the student from the student's aviation program of study.



FLIGHT PROVIDERS

The Community College of Beaver County partners with Federal Aviation Administration (FAA) approved Flight Schools to provide the flight training contained in the SAS programs of study. The approved Flight Schools in Pennsylvania are:

ACES Aviation	Beaver Co. Airport	Part-141	724-891-2237
AirQuest Aviation	Beaver Co. Airport & PIT-Butler Regional Airport	Part-61	724-586-6023
Cloud 9 Aviation	Washington County Airport	Part-61	724-531-2224
Fly Legacy Aviation	NE Philadelphia Airport	Part-141	215-969-0311
Fundamentals Flight Training	Erie International Airport	Part-141	814-580-8351
High Flight Academy	PIT-Butler Regional Airport	Part-141	724-481-1359
Innovative Aviation	Jimmy Stewart Airport	Part-61	724-349-1709
Laurel Highlands Aeronautical Academy	Arnold Palmer Airport	Part-141	724-539-4533
Moore Aviation	Beaver Co. Airport	Part-141	724-843-4800
Moyer Aviation, Inc.	Poconos Mountain Airport	Part-141	570-839-7161
North Coast Flight School	Port Meadville Airport	Part-141	814-807-1715
Nulton Aviation Services Inc.	John Murtha Johnstown- Cambria County Airport	Part-141	814-361-3500
Pittsburgh Flight Training Center	Allegheny Co. Airport	Part-141	412-466-1111
Pittsburgh Pilot Training	Finleyville Airport	Part-61	412-334-3662
Ravotti Air	Zelienople Municipal Airport	Part-141	724-994-7099

The approved Flight Schools in the southeast region are:

Academy of Aviation	Atlanta Regional Airport, GA Gastonia Municipal Airport, NC	Part-141	516-613-4556
Phoenix East Aviation	Daytona Beach International Airport, FL	Part-141	386-258-0703
Sunstate Aviation	Kissimmee Gateway Airport, FL Orlando Executive Airport, FL	Part-141	407-944-3592
Superior Flight School	Cobb County International Airport, GA	Part-141	770-422-7465
The Flight School of Gwinnett	Gwinnett County Airport, GA	Part-141	770-513-0000
Triad Aviation Academy	Piedmont Triad International Airport, NC	Part-141	336-369-2804
USAeroFlight	Greenville Downtown Airport, SC	Part-141	864-987-9330



FLIGHT ACCOUNT

Students registered for flight courses may be required to maintain a flight account with the Flight School of their choice. A flight account is established with a Flight School, which students fund with deposits and against which the Flight School draws to pay for flight activity. To remain in good standing, students must maintain their flight accounts in accordance with the policies/procedures established by the Flight Schools. Students are responsible for maintaining a positive balance in their flight accounts; failure to do so may result in the inability to fly and could compromise program completion.

Upon completing program-specified flight training, students will follow the Flight Schools' policies/procedures for closing their flight accounts and recovering any additional funds that may be on deposit.

PENNSYLVANIA (PA) FLIGHT DISCOUNT

The Community College of Beaver County receives State Mandated Capital funds (referred to hereafter as PA Flight Discount) through the Pennsylvania Department of Education (PDE) annually. This is a fixed dollar amount determined by PDE. The purpose of these funds is to help offset the cost of aircraft rentals to the students. The College determines how CCBC distributes these reimbursements to students and is subject to change at any time.

The Community College of Beaver County is pleased to provide the PA Flight Discount to eligible students who are declared Advanced Piloting, Professional Pilot, and Air Traffic Control and Specialized Studies majors. Students meeting all of the following criteria are eligible for the PA Flight Discount:

- A. Students are PA residents (out-of-state students may be eligible for the discount upon completing CCBC's residency process),
- B. Students are enrolled in the flight course and corresponding ground school course (Late enrollment in the flight course results in forfeiture of eligibility for the hours flown prior to registration. Failure to register for the flight course results in forfeiture of eligibility),
- C. Students maintain good academic standing with CCBC (Defined as currently enrolled at CCBC. Mindful that students may require more than one semester to complete a flight course, CCBC uses a "concurrent enrollment + 1 semester" method for PA Flight Discount eligibility).

Thus, students retain discount eligibility during the semester after flight course enrollment, if not registered; however, failure to register after the “+ 1 semester” results in forfeiture of discount eligibility),

- D. Students maintain good financial standing with CCBC (students with account balances are ineligible to receive the discount until they have paid their balances in full and forfeit payment for any hours flown prior to establishing good financial standing), and
- E. Students fly with one of CCBC’s partnering flight schools.

Qualifying students receive the PA Flight Discount based on CCBC’s hourly rate and reported flight time. The CCBC Cashier’s Office distributes the discount according to flight school reports, up to the authorized maximum hours (below). Reporting frequency is determined by CCBC and may change.

Course #	Course Title	Max Flight Hours For Discount
AVIP 170	Private Pilot Flight Cert.	50
AVIP 190	Instrument Flight Rating	50
AVIP 220	Commercial Flight Cert. I	60
AVIP 225	Commercial Flight Cert. II	65
AVIP 250	Multi-Engine Flight	15
AVIP 280	Flight Instructor (Airplane)	25
AVIP 285	Flight Instructor (Inst.)	10
AVIP 288	Flight Instructor (ME)	10
AVIC 200	ATC Flight Fundamentals	15

As an example, student Adam Smith (Professional Pilot major) is enrolled in AVIP160 and AVIP170. Adam qualifies for the PA Flight Discount and maintains his flight account in accordance with the policies established by his Flight School. Adam flies ten (10) hours in the reporting period. This flight activity is reported to the CCBC Cashier’s Office. The following week, the Cashier’s Office reimburses Adam for the ten (10) hours of flight time at the CCBC-set rate (assuming the reported flight activity falls within the 50-hour limit set for AVIP170).

Each fiscal year (July 1 – June 30), CCBC establishes the PA Flight Discount rate based on funding received from the Commonwealth of Pennsylvania and anticipated flight hours. Due to the variability of flight activity and/or funding, the PA Flight Discount could vary from fiscal year to fiscal year. Additionally, the PA Flight Discount rate is subject to change during the fiscal year based on flight activity higher or lower than anticipated.

Please refer to CCBC’s policy 4.06.002.001 Student Residency and Tuition Rates for more information on residency requirements.

<https://www.ccbc.edu/policies-and-procedures/4-06-002-001>

PA FLIGHT DISCOUNT FOR AVIATION ACADEMY STUDENTS

Flying is not an Aviation Academy program requirement. Aviation Academy students may choose to enroll in AVIP170 Private Pilot Flight Certification and begin flying in the 2nd semester of the program. Aviation Academy students are subject to the Flight School, PA Flight Discount, and progression policies outlined in this handbook.

TRANSFERRING BETWEEN FLIGHT SCHOOLS

During a flight course, a student may not transfer from one Flight School to another unless extenuating circumstances exist, the request is coordinated with the chief pilots of both Flight Schools and approved by the SAS Chief Ground Instructor.

After completing a flight course, a student may transfer Flight Schools provided the request is approved as outlined above and the Flight School the student is transferring to is capable of providing the flight services outlined in the Flight School’s contract with CCBC.

The student must initiate a transfer request with the SAS Chief Ground Instructor by submitting a Request to Transfer Form. The student signs the form and obtains the signatures of both Flight Schools. The student then submits the form to the SAS Chief Ground instructor for review and approval. The student may not begin flying with the gaining Flight School until the SAS Chief Ground Instructor reviews and approves the request. Further, the student must understand that according to FAA regulations, the potential exists to lose up to 75% of training hours/syllabus progress toward a certificate or rating if a transfer request is approved if transferring during a flight course.

SAS FLIGHT COURSES GUIDELINES

Progression: Enrollment

- A. CCBC expects students to register for each flight course and associated ground school course before CCBC's established academic terms.
- B. Flight training may begin with the start of the term of enrollment. Any deviation in enrollment and/or "early" commencement of flight training must be coordinated in advance with the SAS Chief Ground Instructor, otherwise, students may forfeit the flight hours and/or reimbursement from the PA Flight Discount fund.
- C. Students are advised to enroll in and complete one flight course at a time (unless a deviation is approved by the Dean or the SAS Chief Ground Instructor). Students should meet with their advisor before registering for flight courses.
- D. Summer enrollment. Due to the shorter flying window, students are advised to limit enrollment to one flight course in the summer (unless a deviation is approved by the Dean or Chief Ground Instructor).

Progression: Grades

- A. Students who fail to complete a flight course(s) during the term of enrollment will receive an Incomplete letter grade ("I") and will have the ensuing academic term to complete the flight course(s). After one semester of non-enrollment, the grade of any flight course(s) not completed will change from an Incomplete letter grade ("I") to a Failing letter grade ("F") and will be subject to the re-registration policy.
- B. Students not meeting the academic requirements of a flying course will receive a Failing grade ("F") and will be required to re-register for the course before progressing in the program.
- C. Qualification for the PA Flight Discount for Incomplete and Failed courses depends on whether the number of flight discount-subsidized hours allocated to the course was exceeded and the availability of funds.
- D. Passing grades ("P") for flight courses will be issued upon the student's Flight School presenting the FAA completion certificates to the CCBC Chief Ground Instructor. At this time, students may begin flying in the next flight course.

Progression: Re-registration Policy

- A. Students failing to complete a flying course in the period of enrollment plus one semester of non-enrollment with CCBC, may be required to re-register for the flight course and/or another CCBC course to continue flight progression and maintain eligibility for the PA Flight Discount.

Progression: Senior Dean's Waiver Authority

- A. Under extenuating circumstances, the Dean may intercede to waive the progression enrollment, grades, and/or re-registration policy. Examples of extenuating circumstances that are beyond students' control include excessive weather cancellations, flight school-originated cancellations, and/or personal hardship.

Progression: Air Traffic Control (ATC) Program Students

- A. ATC students are highly encouraged to complete program flying requirements before beginning their last semester of coursework.

Students are expected to attend all scheduled classes, labs, and flight line activities. Excessive absences will not be tolerated and may result in the requirement to repeat courses.

GENERAL ACADEMIC POLICIES**Syllabi**

Students will be provided with syllabi by their instructors on the first day of class. The syllabi include course objectives, examination and other graded requirements, a general description of the material covered during the courses, and the required materials to support effective course participation and learning.

All SAS aviation students are expected to have the required course materials before the start of the 2nd class session. This includes course books, study guides, and training materials required to be used during the course(s).

Attendance

All aviation courses ascribe to the CCBC attendance policy. Additionally, SAS requires that students participating in virtual course instruction turn their cameras on for the duration of the virtual course (unless excused by the faculty). Professional Pilot and Advanced Piloting students must complete the FAA-mandated minimum hours of ground training in all FAA-regulated ground school courses to retain eligibility for the Restricted Airline Transport Pilot (R-ATP) certificate. CCBC may issue the R-ATP to students who graduate

from the Professional Pilot and Advanced Piloting programs meeting the FAA Part-141 requirements. The R-ATP may reduce the age from 23 to 21 and reduces minimum hours from 1,500 to 1,250 to serve as an airline first officer/co-pilot. Faculty will address the minimum hours and, if/how missed time may be made up for the ground school courses.

Absences

- A. Course syllabi will address course-specific attendance requirements.
- B. Students who know an absence will occur when exams or graded requirements are scheduled must notify faculty (in person, by phone, or via email) before the exam or graded requirement date. Failure to provide advance notice may result in a lower grade.
- C. Makeup exams, if permitted, will be administered to students during the next class date following the absence.
- D. Due to the nature of Air Traffic Control (ATC) “Graded Practical Exams,” NO makeups are authorized. ATC students must meet scheduled Graded Practical Exams times or receive a ZERO for that exam.

Grading: Professional Pilot and Advanced Piloting Programs

- A. Course syllabi will address course-specific grading requirements.
- B. A Pass grade “P” will be awarded for a retake test indicating the retake score was 70% or greater or “F” indicating the retake score was less than 70%.
- C. All retakes of exams must be made up within one (1) week.
- D. All questions related to examinations must be resolved within two weeks of the date examinations are returned.
- E. Except for flight courses, SAS uses a conventional 90/80/70/60/F grading scale. A letter grade of “C” is the minimum level of academic proficiency in aviation courses. Students earning less than a “C” in an aviation course must repeat the course. Flight courses are graded on a Pass (P)/Fail (F) basis. A Pass (P) for flight courses will be issued upon receipt of copies of students’ FAA completion certificates by the CCBC Chief Ground Instructor.
- F. Students caught cheating during any examination will receive a grade of “ZERO” for that examination and no retake will be permitted. Subsequent cheating or other violations of the academic dishonesty policy will be handled through the Student Code of Conduct.

- G. To complete AVIP170, AVIP190, AVIP225, AVIP250, AVIP280, AVIP285, and AVIP288 students must complete a practical exam administered by a certified FAA evaluator. Students' Flight Schools will determine when students are ready for the practical exam and will coordinate the check flight with the FAA evaluator.
- H. To complete AVIP170, AVIP 190, AVIP225, and AVIP250 students must complete FAA written examinations. Students' flight instructors or SAS faculty can endorse students to certify that they are ready to sit for the FAA examinations. SAS faculty will endorse students who have completed AVIP160, AVIP180, and AVIP215 with a cumulative score of 70% or higher and an 80% on the final exam. Students schedule the FAA examinations with FAA-approved organizations.
- I. In addition to meeting the performance criteria to complete ground school courses, Advanced Piloting and Professional Pilot students must complete all other aviation courses with a "C" or better letter grade.

Grading: Air Traffic Control Academic Policies

- A. ATC courses taught in a connected configuration--lecture/lab courses or courses taught concurrently—require students to complete all aspects of the connected configuration. Students who are required to complete one course in the configuration to attain a passing grade must attend and complete all classroom work for both courses. Students will be charged only for the class that is being repeated for a passing grade.
- B. CCBC is a member of the Collegiate Training Initiative (CTI) program in cooperation with the Federal Aviation Administration (FAA). This affiliation requires students to meet certain minimum performance criteria to receive the CTI recommendation to the FAA as successful graduates of the Air Traffic Control program. To receive the CTI recommendation students must:
 - a. Pass each flight course.
 - b. Achieve a cumulative grade point average of 3.0 on all non-flight AVIP courses and all AVIC courses contained in the ATC program.
 - c. Achieve a minimum grade of "C" on all non-flight AVIP courses and all AVIC courses contained in the ATC program.

GENERAL POLICIES

Cell Phone Usage

Unless specifically authorized by faculty, cell phones are prohibited from being used in class. Cell phones may be used in common areas of the Aviation Sciences Center.

Drugs and Alcohol

Use is strictly prohibited by aviation students while on duty, in class, at any CCBC location, or before and while flying.

- A. All aviation students are subject to random drug/alcohol testing.
- B. Students may not consume alcohol within 12 hours of flying or serving in the air traffic control tower.
- C. SAS has a ZERO tolerance policy concerning the use of illegal drugs or violation of the 12-hour policy for alcohol. Students found violating this policy may be dismissed from their programs of study.

Smoking and Vaping

Smoking and vaping are prohibited in and around the Aviation Sciences Center. Students may smoke in their cars in the student parking lot across Cessna Drive.

Student IDs

- A. All aviation students must have a valid government (state or local) identification in their possession.
- B. SAS students should possess a CCBC student identification card. Students may obtain the identification card from the Student Activities Office at the main campus in Center Township.

Student Lounge

Students may eat in the student lounge. Food and drink are prohibited in classrooms and labs.

Student Parking

Students may park in the lots in front of the Aviation Sciences Center and across Cessna Drive. Students may not park in the First Energy parking lot. Students parking in this lot could have their vehicles ticketed and towed at the owner's expense.

Medicals

- A. Students in the Air Traffic Control, Professional Pilot and Advanced Piloting programs must obtain and maintain an FAA 2nd Class medical or higher.
- B. Students with medical limitations or concerns about their ability to pass a strict physical exam should speak with the Dean or Chief Ground Instructor.
- C. Air Traffic control students must understand that the physical standards to meet and pass a Class I/II Airman's medical are not the same as the physical standards for new controllers hired by the FAA.

Miscellaneous

- A. Between 8:00 am and 4:00 pm students should contact the SAS office (x3617) or their faculty. After 4:00 pm students should contact the security officer (x3555).
 - B. Services for students, such as copier use, computer use, and other needs, may be arranged in advance through the SAS office.
 - C. Radar and tower lab areas are locked after classes end. No students are permitted in these labs after hours unless prior arrangements have been made with the ATC faculty.
 - D. If CCBC closes for inclement weather or some other emergency, students can obtain information from local news, radio, and/or via CCBC communication through RAVE text/email alerts or the CCBC webpage.
 - E. SAS staff will correspond with students through students' CCBC email accounts.
- A. Phone numbers
- | | |
|---------------------------------|--------------|
| 1. Senior Dean | 724-480-3608 |
| 2. Chief Ground Instructor | 724-480-3587 |
| 3. SAS Administrative Assistant | 724-480-3617 |
| 4. Cashier's Office | 724-480-3396 |
| 5. Counseling Office | 724-480-3421 |
| 6. Bookstore (Barnes & Noble) | 724-480-3455 |

Start Strong, Stay Strong, Finish Stronger!

Please review and become familiar with the CCBC Student Handbook and Catalog.

STUDENT RIGHTS & RESPONSIBILITIES FOR SAFETY

CCBC aviation students must follow Federal Aviation Regulations, contracted Flight Schools Standard Operating Procedures, and the syllabi of both Flight Schools and ground school classes at all times. CCBC aviation students are expected to place SAFETY FIRST. The Aviation Sciences Center has two fire evacuation exit plans located at the entrances of the building. There are 10 fire extinguishers and several fire alarms located throughout the building. Failure to obey all Federal Aviation Administration and CCBC safety rules is grounds for dismissal from the CCBC aviation programs.

Students must behave professionally while at the Flight Schools, in the airplane, in the control tower, and at the Aviation Sciences Center. Promptness, a strong work ethic, and dedication to aviation and aviation safety are all attributes of a truly professional pilot, air traffic controller, and UAV Operator. The professional reputation of any CCBC flight student begins on the very first day of that student’s flight training.

At CCBC, we want to promote and foster a safety-first environment. No person will commit any act that could compromise the safety of a person or equipment. Any student who believes that he/she is being exposed to a situation that jeopardizes safety has the right and the responsibility to contact CCBC’s safety committee via email:

AVIATIONSAFETY@CCBC.EDU

The CCBC safety committee will meet regularly to review any concerns received through the safety email address. Students may surface concerns without fear. The CCBC safety committee will handle all situations professionally.

“PROFESSIONALISM IN AVIATION IS THE PURSUIT OF EXCELLENCE THROUGH DISCIPLINE, ETHICAL BEHAVIOR, AND CONTINUOUS IMPROVEMENT” – NBAA

I _____ (print your name) have read the School of Aviation Sciences Student Handbook. I understand the content of the Student Handbook and that it is my responsibility to seek answers to questions I may have regarding the content of the Student Handbook, and agree to abide by the content contained in the Student Handbook.

Signature

Date



COMMUNITY COLLEGE
OF BEAVER COUNTY
CCBC.EDU

COMMUNITY COLLEGE OF BEAVER COUNTY
JAMES M. JOHNSON SCHOOL OF AVIATION SCIENCES

CCBC Aviation Sciences Center
125 Cessna Drive | Beaver Falls, PA 15010
724-480-3600 | ccbc.edu

Publication Date: 8/2025