

John D. Odegard School of Aerospace Sciences  
Aviation Department

**SUBJECT:** 2-16 Site Transfers (revised 05/2009)

**PURPOSE:** To establish procedures for the orderly transfer of student's flight training records between the Flight Training Centers.

**POLICY:**

1. Prior to site transfer approval by the Assistant Director of Extension Programs, students must complete the site transfer application that may be obtained at [www.ftc.aero.und.edu](http://www.ftc.aero.und.edu).
2. In order to receive college credit at the college the student is transferring to, the student must have completed ALL flight training associated with the academic course and received a minimum grade of "C", for which the student is requesting credit.
  - a. If the student has not completed all the flight training associated with that academic course(s), they will not receive college credit at the site they are transferring to, and will be required to retake the academic course(s). However, the flight training content completed for a specific flight training course, which is offered at both locations, will be accepted upon transfer to another site.
  - b. The amount of flight training content that will be accepted at the site the student is transferring to, will be determined by the Assistant Director of Extension Programs.
3. Students who choose to transfer to another site after beginning a course of training (for example, the UND Commercial/Instrument – SMEL course), will be required to finish the complete course of training at the transfer site PRIOR to being readmitted back into the Aviation program at their original site.
4. When students choose to transfer from one college to the other, the student is responsible to adhere to all transfer issues (GPA, Pre-registration, etc.).
5. Prior to conducting any flight training at the site the student transfers to, they will be required to meet all Transportation Security Administration (TSA) requirements.
6. Reminder to students who are completing courses at a Community College at the satellite bases. These classes are lower division credits (100 and 200 level). Regardless of the course numbering, classes taken at any community college will not meet the 60 credit requirement from a 4 year institution.
7. Transfer students are required to meet with an academic advisor for a graduation audit within the first semester of transferring. Failure to do so could result in an unplanned extension of the student's graduation date.

If you have any questions or need any further clarification, please call me at 701-777-7813, before continuing the transfer process. I look forward to working with you more closely in the future!

Sincerely,

Paul Snyder  
Assistant Director of Extension Programs

05/04/2009