



Worldwide Online

Student Handbook

Welcome to the Embry-Riddle Aeronautical University - Worldwide Online. We are delighted that you have selected Embry-Riddle Aeronautical University to pursue your educational goals. We are certain that you will find ERAU's programs intellectually challenging.

This handbook was assembled to help you become familiar with Embry-Riddle, and Worldwide Online. The handbook contains policies and procedures applicable to all students. We recommend that you read and become familiar with the Worldwide Catalog and the curriculum requirements for the year of your admission.

Email is a primary method of communication for the university. Each student receives a personal ERAU email account upon admission to the university. Students are responsible for adhering to university policies and regularly checking their ERAU email account.

The members of Worldwide Online are here to support you throughout your program. Please contact your Worldwide Online advisor with any questions you may have.

BEST WISHES FOR A REWARDING EXPERIENCE!

Linda T. Dammer

Linda T. Dammer
Associate Dean of Worldwide Online – Administration

BRIEF HISTORY OF EMBRY-RIDDLE

Since it's beginning, Embry-Riddle Aeronautical University (ERAU) has played a unique and important role in aviation. J. Paul Riddle and T. Higbee Embry founded the Embry-Riddle Company May 19, 1926, at Lunken Airport in Cincinnati, Ohio. The original company remained intact until late 1928, when it was sold to become the first unit of what is now American Airlines.

In 1932, J. Paul Riddle resigned from American Airlines and moved to Miami, Florida where he started a new company using the Embry-Riddle name. In the late 1930s, Embry-Riddle became the world's largest aviation school. During the war years, Embry-Riddle trained approximately 50,000 aviation candidates. In 1944, Embry-Riddle's curriculum expanded, and the one-time flight school became the Embry-Riddle International School of Aviation. Shortly thereafter, it developed an even stronger academic orientation and was renamed the Embry-Riddle Aeronautical Institute.

Jack Hunt became President in 1963. He reorganized Embry-Riddle into a non-profit institution and in 1965, moved the organization to Daytona Beach, Florida. In 1970, Embry-Riddle became a university and the name was changed to the one known today. In addition, in 1970, the College of Continuing Education (CCE) was born when resident centers were established at selected locations in order to serve the educational needs of active duty military personnel. In 1994, the College of Continuing Education was renamed the Extended Campus College of Career Education. In 1978, Embry-Riddle introduced its Western Campus in Prescott, Arizona. Independent Study Programs were established in 1980 and later renamed Distance Learning to serve individuals in the aviation industry who, for various reasons, are unable to attend regularly scheduled classes. In 2006, Extended Campus was renamed Embry-Riddle Aeronautical University - Worldwide and Distance Learning became Worldwide Online.

GENERAL INFORMATION

Student Responsibilities

Students are responsible for becoming familiar with all regulations and procedures required for continued attendance at the University. Regulations and procedures are generally embodied in the catalog and in the published student handbook. These documents are available at www.erau.edu/ec/dleo/dleo/home.html University regulations are not waived because a student pleads ignorance of established policies and procedures. A student who is unsure of any regulation should seek help or clarification from their academic advisor.

Academic regulations, curricula, and procedures are subject to change without notice or obligation. Changes are published in an addendum or in the next catalog.

COURSE REGISTRATION

Applications for admission are held for two years. If the required documentation to complete the admission process is not received within two years, the application is cancelled. If a student completes the admission process and an admission decision is made, the student must register within 24 months from the date of the admission decision. If the student fails to register within this time period, they will be required to apply for re-admission.

Students are required to enroll in at least one course at Embry-Riddle in any two-calendar-year period to retain active student status. If the student fails to register within this period, they will be required to apply for re-admission.

Undergraduate Registration Deadline

Registration for all undergraduate online courses closes on the first of each month, with the exception of the January Term. For example, registration will close on 1st June for the term starting on 15th June. See the following website for term Schedules and registration deadlines:

<http://www.erau.edu/ec/dleo/dleoregistrationdeadline.html>

Graduate Registration Deadline

Registration for graduate terms will close on the 22nd of the month prior to the term start date with the exception of the January Term. For example, registration for the term starting 7th July will close on 22nd June. See the following website for term schedules and registration deadlines:

<http://www.erau.edu/ec/dleo/dleoregistrationdeadline.html>

Mathematics Placement Test/Mathematics Course Registration

The Mathematics Placement Test is given to aid students in proper math course selection. Students may be exempt from the math placement test if any of the following criteria are met:

1. The student has passed a math course at a college or university at the level of College Algebra or above
2. The student has completed two years of high school algebra
3. The student enrolls in MATH 106

There is no charge for the math placement examination and the exams are available online via Blackboard. Contact your academic advisor for assistance. This examination is pass/fail, letter grades are not assigned, and the results do not affect grade point average.

Writing Proficiency Assessment

All students enrolling in ERAU for the first time must take the English writing assessment, regardless of transfer credit. Based on the assessment score, a student may be counseled to take a refresher course or tutorial, or to complete independent study to bring writing skills to a college level. Please contact your Worldwide Online AERO advisor for further information.

Term Schedules

Eleven undergraduate and six graduate online terms are offered each year. Undergraduate terms start on the 15th of each month except December. Graduate terms start on the 7th day of September, November, January, March, May, and July. The course schedules are available at:

<http://www.erau.edu/ec/dleo/dleocourseschedules.html>

Course Access

Students may access their course on the 1st day of the semester in which they are registered.

Getting Started With ERAU Online

An account for Blackboard, ERNIE and ERAU E-mail will be issued to each Undergraduate student upon registration for their first course at ERAU - Worldwide plus any applicants to a Master's Degree program at the time they apply. Students should check their ERAU e-mail frequently, as this account is the means of sending official notification on University matters.

Here's how to GET STARTED!

- Visit <http://ernie.erau.edu> and select the link to "Setup your account"
- Enter the requested information
- Setup your password reset questions for forgotten passwords
- Reset your password
- Your Account ID, e-mail address, email alias address, ERAU ID (Colleague ID), and PIN information will be displayed on the "Type a New Password" screen. Print this page and keep this information in a safe place. (Do not write down or share your password)
- Login to Blackboard (<http://erau.blackboard.com>) and email with your Account ID and password

To view Account Self-Service online demonstrations, visit the helpful links on the ERNIE information Web site at <http://it.erau.edu/ernie> If you are unable to setup your account and have confirmed with your Center that you have been registered or your application entered at least 36 hours ago, please contact the IT Support at (866) 227-8325 or (386) 226-6990 or [IT Support](#)

Proctor Information (Graduate Students Only)

Prior to registering for graduate courses, students must submit a Proctor Nomination form to Worldwide Online for approval. Proctor Nomination forms may be downloaded at:

<http://www.erau.edu/ec/dleo/dleoforms.html>

The person you select to act as your proctor must meet the criteria as listed on the back of the form. Your academic advisor will notify you when the proctor nominee is approved or disapproved. For those courses with paper-based examinations, the exams will be mailed to your approved proctor approximately the 3rd week of the Term.

Dropping a Course

Students may drop a course without financial or academic penalty by contacting their Worldwide Online academic advisor within seven (7) days of the term start date (the 21st of the month for undergraduate and the 13th of the month for graduate). Tuition may be refunded if applicable. **The drop request must be made in writing via email, fax, or letter.**

Withdrawing from a Course

Students may withdraw from a course up to the mid-point of the course. A “W” will appear on the official ERAU transcript. Tuition is not refunded after the first seven (7) days of the term. The withdrawal period is from the 8th day of the term (the 22nd of the month for undergraduate and the 14th of the month for graduate) up to the mid-point. To withdraw from a course during the withdrawal period contact your Worldwide Online academic advisor to begin the process. **The withdrawal request must be made in writing via email, fax, or letter.**

Incomplete Grades/Course Extensions

Students who determine that they cannot complete the requirements for a course by the term ending date due to extenuating circumstances must initiate a written request for an extension to the instructor prior to the scheduled term ending date. The instructor will notify the student of the approval or disapproval (for approvals the instructor will also provide the length of the extension not to exceed 90 days from the scheduled end of term date). If the student fails to complete the course and government tuition assistance (TA) funding was used the government will determine if the funds expended must be repaid by the student. Students not completing their courses within the prescribed time limit will receive a failing grade (F) in the course.

It is the student’s responsibility to request an incomplete grade; incompletes/extensions are at the sole discretion of the instructor.

Textbook Purchase

Students may select to purchase their books independently or through their academic advisor. If you register for your courses online, you will still need to contact your academic advisor if you wish to order your textbooks through ERAU. The cost of textbooks and course materials are not included in the tuition cost. Textbook information including the ISBN can be viewed at:

<http://www.erau.edu/ec/dleo/dleotuitionandbooklists.html>

ADMISSION INFORMATION

Undergraduate

Credentials submitted with applications for admission are reviewed for applicable transfer and advanced standing credit, including the results of nationally standardized tests such as CLEP (College Level Examination Program) and DANES (Defense Activity for Non-Traditional Education Support). Advanced standing credit may be granted for prior learning from military service schools and professional experience. Certain degree programs are designed to build upon the prior learning acquired by students in aviation-related career fields. Students should contact their new enrollment advisor in Worldwide Online for submission of appropriate documentation needed for evaluation.

Graduate

Applicants for the Master of Aeronautical Science and Master of Science in Management who possess a baccalaureate degree from a regionally accredited college or university in the United States or a foreign equivalent in which they have earned a minimum cumulative grade point average (CGPA) of 2.50 in a 4-point system may be eligible for admission in full status.

An applicant who's CGPA for the baccalaureate degree is less than 2.50 may be eligible to begin pursuit of a master's degree under "conditional admission status." Students admitted on conditional status will be monitored closely as to scholarly performance. Students who are admitted conditionally will be on conditional status until they have completed 9 hours of graduate work. During this period, students must maintain a B average or better, and receive no more than one grade of C and no grade of F. Students will not be permitted to repeat courses during this period.

ACADEMIC INFORMATION

Undergraduate/Graduate

Matriculation:

All students must matriculate (take at least one course) within two years of admission to the university. Failure to do so will require the student to reapply for admission.

Continuing Student Status:

Matriculated students (i.e., students who have been admitted and commenced taking courses) who fail to take a minimum of one course within two successive calendar years will break continuing student status and must reapply for admission. If readmitted, he or she will come under the catalog current at the time of their readmission.

Catalog Requirements

The catalog in effect at the time of the student's admission contains specific information about the degree programs. Students are responsible for complying with the provisions of the catalog, and should be sure to keep their catalog for future reference. Students may contact their academic advisor with any questions they may have regarding the catalog.

Degree Program Evaluation

Students will be notified of the admission decision after all required documentation has been submitted to the university. An official evaluation showing the degree program, accepted advanced standing and transfer credit, and the catalog year of the program will be mailed to the student upon completion.

Carefully examine the degree program evaluation to ensure it is correct, and that all transfer credit and advanced standing credit was correctly applied. If discrepancies are identified, the student should notify their Worldwide Online academic advisor immediately. Discrepancy issues will be forwarded to Worldwide Enrollment Management for review.

All students should familiarize themselves with the catalog in order to monitor their program progress. Students may change to a newer catalog, however, students may not change to a previous catalog. It is the student's responsibility to ensure that he or she is progressing according to the applicable catalog.

Taking Courses at Other Institutions (Undergraduate Students Only)

Once admitted to the University as a degree candidate, students are expected to complete all their courses with the University, unless **advance written authorization is granted**, or where a formal agreement exists.

Examples of formal agreements include MOUs with military hosts that stipulate that other schools will handle general education courses, formal 2+2 agreements, and other agreements Embry-Riddle has entered into with community colleges or other schools.

Course Load

Undergraduate online students may be enrolled in a maximum of 12 credit hours at any one time. Graduate online students may be enrolled in a maximum of 9 credit hours at any one time.

Grading and the Grade Point Average

Undergraduate:

Faculty issue grades of: A, B, C, D, F, and Incomplete.

The GPA is computed each semester on the 4 point scale: A = 4.0, B = 3.0, etc.

Graduate:

Graduate faculty issue grades of: A, B, C, F, and Incomplete.

The GPA is computed each semester on the 4 point scale: A = 4.0, B=3.0, etc.

The Graduate Capstone Project (GCP), MGMT 690, or ASCI 690, are graded on a pass/fail basis, the grades are not calculated into the GPA. A graduate student must maintain a 3.0 GPA to graduate.

FINANCIAL INFORMATION

Tuition Assistance

Students eligible for tuition assistance (TA) are required to pay the amount not covered by TA at the time of registration. Students will be held responsible for payment if the TA is not honored.

Veterans' Education Benefits

Veterans, service members, dependents, survivors and other eligible persons planning to utilize education benefits from the United States Department of Veterans' Affairs while attending Embry-Riddle must inform their academic advisor as soon as possible, since the processing of a new application for benefits and payments requires from 6 to 12 weeks.

The University Veterans' Affairs Office (UVAO) will supply students with the appropriate forms and identify online resources. All VA documents and correspondence must be sent to Embry Riddle Aeronautical University, University Veterans' Affairs, 600 S Clyde Morris Blvd, Daytona Beach, FL 32114. In order to provide VA students with timely and efficient service, we request that inquiries regarding VA policy and procedures be directed to the UVAO, Monday - Friday 8:00 a.m. - 5:00 p.m. (eastern) at 386-226-6350, Fax 386-226-6951. Students may view VA Education Benefits information on the ERAU website at: <http://www.erau.edu/er/veterans/index.html> and are encouraged to visit the GI Bill web site at: <http://www.gibill.va.gov>

Every term when students enroll at Embry-Riddle Aeronautical University, they must notify their academic advisor during registration whether or not they will be using VA Education Benefits. Students must be accepted into a degree program or approved Certificate of Completion to receive VA Education Benefits. Students who receive VA Education Benefits are subject to strict academic regulations and should be aware of how auditing a course, enrollment status, withdrawals, repeating a course, changing degree program, and other actions may affect their eligibility. Students should consult with their Veteran Program Advisor if they have any questions.

The law prohibits payment for any course for which the grade assigned is not used in computing requirements for graduation. If students are not sure whether or not a course is applicable to their degree program, students should check with their academic advisor.

Those students using Veterans' Education Benefits who wish to defer payment on a portion of their tuition may request to pay only one-third of tuition plus books, shipping and handling at the time of registration. The remaining tuition balance of two-thirds is due by the end of the term. The student must sign a Tuition Plan Agreement. This procedure assures the student that the center will await payment until the student receives their benefit payment from the DVA or the end of the term, whichever comes first.

Federal Student Aid

Students may contact their academic advisor or Financial Aid office for information on other forms of financial assistance that may be available. Embry-Riddle participates in many financial aid programs. The most common are Pell Grants and Stafford Loans.

The information students provide in the Free Application for Federal Student Aid (FAFSA) will determine their eligibility for both the Pell grant and student loans. Aid awards are based on the prior year's income. A copy of the previous year's income tax return is one of the documents that may be requested.

The FAFSA can either be mailed in the envelope provided with the form or it can be submitted via the Internet. To access the electronic application visit www.fafsa.ed.gov

For additional information, please contact the Financial Aid Office, Monday - Friday 8:00 a.m. - 5:00 p.m. (eastern) at 386-226-6300 or 1-866-567-7202. All inquiries and correspondence concerning Financial Aid should be directed to: 600 S Clyde Morris Blvd, Daytona Beach, FL 32114 or by email at wwfinaid@erau.edu Students may view financial aid information on the ERAU website at: <http://www.erau.edu/er/financialaid/index.html>.

Credit Cards

American Express, MasterCard, Visa, and Discover are accepted to pay for tuition, books, and fees.

GRADUATION INFORMATION

Application Procedures

It is recommended that students apply for graduation one full term before the expected term of completion. Students may contact their academic advisor for an application form or access the form at <http://www.erau.edu/ec/wwc/on-lineforms.html>

If the expected date of graduation is not met due to a failure to take or successfully complete a required course, a new application for graduation must be submitted.

Records Audit

Worldwide Enrollment Management will examine the student record at the time the application for graduation is received. The student record is examined to determine that all requirements for the degree have been satisfied. Students are advised of any requirements that must still be completed before graduation.

Diplomas

Diplomas are issued weekly. Diplomas will be mailed to the student at the address specified on the graduation application. Diplomas will not be forwarded if the address is incorrect but will be returned to Worldwide Enrollment Management.

Graduation Ceremony

Upon successful completion of the degree program, any student may participate in the Worldwide Commencement Ceremony hosted annually at Daytona Beach, FL. Many Worldwide Campuses also conduct local graduation ceremonies. Worldwide and college officials are often guests at local graduation festivities. There is a non-refundable graduation fee that covers the costs of cap and gown.

STUDENT ACADEMIC SUPPORT SERVICES

Hunt Library

The Hunt Library is the primary information, reference, and resource provider for all of Embry-Riddle's Worldwide student, staff and faculty. Worldwide online students may email research questions to library@erau.edu, or call 1-800-678-9428 (Monday-Friday, 8:00 a.m. to 5:00 p.m. ET) for personalized assistance. You should have a response to your email within two business days (excluding weekends and holidays). In either case, a librarian will help develop a successful search strategy. The search strategy will outline which resources/databases will work best for your topic and what search terms will help you locate relevant information. Additionally, the Hunt library will provide you with the materials you need to complete your research via a document delivery system.

The Hunt Library provides 24/7 online access to the online catalog, Voyager and to its many databases and web resources. ERNIE will be required to use the online databases and periodical indexes.

To find the Library website, point your browser to <http://amelia.db.erau.edu>, then select "Embry-Riddle Worldwide". The Online Instructions, FAQs, and the short "How to use the Library" introduction will guide you through the process.

Document delivery and interlibrary loan services are also available to Worldwide Online students, the links are found in the EC/DDD section of the library website: <http://amelia.db.erau.edu/ec/>

The Hunt Library strongly suggests that all users take the time to complete "[Library Basic Training](#)". The LBT tutorials will introduce the new library user to all of the components needed to conduct library research in a virtual environment, including how to contact the library, how to effectively use the online catalog, and how to identify and use online periodical indexes and web databases. Please visit the following link for more information: <http://amelia.db.erau.edu/ec/ref/lbt/>

How to Contact the Hunt Library:

Reference Phone: 800-678-9428

Fax: 386-226-7040

Email: library@erau.edu

Student Career Services

The Career Services Office provides students and alumni of Embry-Riddle Aeronautical University career planning and state-of-the-art placement tools to assist you in your job search. Please visit the website at http://www.erau.edu/ec/ec_careerservices.html for information about services provided by the Career Services Office for Worldwide students.

Disability Services

Embry-Riddle Aeronautical University recognizes its responsibility under the mandates of Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990, to provide equal access to its programs and services for students with a documented disability.

To assure nondiscrimination, the University is prepared to make reasonable accommodations to promote students' effective participation in their academic and co-curricular objectives.

The University does not provide diagnostic testing but will make referrals for evaluation by area specialists. Costs associated with testing referrals are the responsibility of the individual student. Services for Worldwide students are coordinated through the Worldwide Student Affairs department and needs are addressed on an individual basis. The Student Affairs provider will collaborate with the University Director of Disability Support Services to identify resources, examine and clarify academic issues and strategize approaches that deliver optimum student service.

Prospective students considering a program of study are encouraged to visit the Disability Support Services website: <http://www.erau.edu/db/studentlife/disabilitysup/index.html>

Honor Society – Alpha Sigma Lambda (Undergraduate Students Only)

Embry-Riddle Aeronautical University -Worldwide is a chapter member in the Alpha Sigma Lambda National Honor Society.

Membership Benefits:

- The premier nationally recognized honor society for full- and part-time students.
- A distinctive, 55+-year established honor society with a full-time national office and staff.
- **Scholarship opportunities** through Alpha Sigma Lambda Adult Education Foundation.
- Publication of a semi-annual newsletter.
- A forum for the exchange of ideas on activities and programs for adult students.
- The uniting of outstanding students and faculty.
- Availability of insignia pins, academic honor cords, clothing and many other items.
- Recognition of student achievements.
- Looks good on your resume.
- Esprit de corps among nontraditional/adult students.

Membership Requirements:

- An active ERAU undergraduate student
- Minimum Grade Point Average 3.85
- Minimum of 24 ERAU credits

For more information about the Alpha Sigma Lambda National Honor Society, please go to <http://www.erau.edu/ec/wwc/honorsociety.html>

An application for the Alpha Sigma Lambda National Honor Society may be found at http://www.erau.edu/ec/wwc/membership_app.pdf

STUDENT GRIEVANCE PROCEDURE

It is the policy of Embry-Riddle Aeronautical University to administer its educational programs both on and off-campus in a manner that is fair, equitable, academically sound and in accordance with the appropriate regulations and criteria of its governing board, accrediting association, and federal and state laws and regulations. To this end, Worldwide students are provided an opportunity to express any complaints, grievances, or disputes that upon investigation may be redressed through the Worldwide support system.

Sexual Harassment, Unfair Treatment or Discrimination

Any sexual harassment, unfair treatment or discrimination issue may be handled in accordance with the following procedures as outlined below and in Worldwide Academic Administrative Procedure EC-A-03.

A student having a complaint, grievance or dispute should make every effort to resolve the matter through informal discussion with the Associate Dean of Worldwide Online - Administration. Central to the effectiveness of the process is the student's forthright and timely communication of the problem. The issue should be brought to the attention of the Associate Dean within five (5) days of the occurrence or cause of such matter. The Associate Dean will respond within five (5) working days of the knowledge of the issue.

If the issue(s) are not resolved to the student's satisfaction using the informal process, the student may file a formal written complaint, grievance or dispute. The student should outline the nature of the issue and the reliefs sought to the Dean of Academics, Academic Affairs, Worldwide who will further investigate the issue and make a recommendation to the Worldwide Chancellor for a final decision. Students are expected to exhaust the remedies available to them in the grievance procedure before instituting proceedings in any state, regional, or federal agency. If, however, the issue is not resolved after exhausting the institution's grievance procedure, the student may file a complaint with the appropriate state, regional, or federal board or agency that has jurisdiction over the student's resident center. The student must contact that board or agency to determine that agency's procedure and willingness to accept jurisdiction for handling complaints, grievances, and disputes.

Grade Appeals

Students who wish to appeal the final course grade must first contact the course instructor to discuss and attempt to resolve the issue. Discussion should take place after the final course grade is issued. Grounds for appeal may include: suspected mathematical errors in computing the final grade, interpretation of grading criteria, interpretation of the weighing of course performance elements, personal harassment, or unfair treatment (i.e. discrimination based on gender, race, religion, national origin disability, etc.). Except for the most unusual circumstances, appeals challenging the academic judgment of the faculty are not acceptable.

If the student and instructor cannot resolve the dispute, the student has eight (8) weeks after the final grade(s) are issued to initiate a written appeal to the Associate Dean of Worldwide Online - Administration. Grade appeal(s) cannot be initiated by telephone. The Associate Dean will then follow procedures outlined in Worldwide Academic Administrative Procedure EC-A-12. Students are informed of these procedures at the time the grade appeal is submitted.

STUDENT ACADEMIC INTEGRITY ISSUES

All students, faculty, and staff have the obligation to prevent violations of academic integrity and to take corrective action when they do occur. This procedure defines violations of academic integrity, describes a prevention program, and explains the steps for reporting and adjudicating violations.

Definitions

1. Plagiarism is perhaps the most common and misunderstood form of academic dishonesty. It involves the taking of ideas, writings, etc. from another and passing them off as one's own. Plagiarism includes the use of any source to complete academic assignments without proper acknowledgment of the source.
2. Cheating is a broad term that includes the following: giving or receiving help from unauthorized persons or materials during examinations; unauthorized communication or examination questions prior to, during, or following administration of an examination; collaboration on examinations or assignments expected to be individual work; and fraud or deceit which include knowingly furnishing false or misleading information or failing to furnish appropriate information when requested, such as when applying for admission to the university.
3. Other conduct that may result in suspension and dismissal for cause include: conduct that disrupts the educational process of the University; forgery of any university document, record or identification, one's own or another's; the destruction, unauthorized use, or misuse of university documents, records or identification; and the misuse and/or security violation (including attempted security violations) of computing equipment or facilities.

Prevention

A strong proactive strategy is the best way to preserve academic integrity among students, faculty, and staff. All new students must review this policy prior to their first class with Embry-Riddle. If students have any questions regarding this area, they should contact their course instructor or academic advisor.

Adjudication of Academic Integrity Violations

A student that witnesses an academic integrity violation should immediately notify their instructor or academic advisor; whichever is most appropriate for the specific violation. The faculty or staff member will follow the procedures in Worldwide Academic Administrative Procedure EC-A-02 to resolve the issue. There are no specific time limits for completing the adjudication process. It is an internal university administrative process, not a criminal or civil trial.