



Operations Reference Manual

**MIDDLE TENNESSEE STATE UNIVERSITY
AEROSPACE DEPARTMENT**

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REVISION HIGHLIGHTS

The following items were changed, modified, added, or deleted in this revision.

Rev #	Date	Page(s)	Description	Initials
Rev. 01	03/05/2021	All	Completely reformatted document. Added Revision Highlights, and List of Effective Pages. Added guidance on flight labs, incomplete labs, funding, and refunds. Additionally, added penalty for scheduling practical test prior to EOC, information on written signoffs, a suggestion for efficient scheduling, and reference to approved airport list. Finally, information was also added related to on-time departures, traffic pattern operations, practice instrument approaches, Nashville Coordination, LUAW, intersection departures, low altitude turnouts, resetting circuit breakers, and aircraft parking.	NWL
Rev. 02	05/01/2021	3, 5, 8, 9, 10, 15, 16, 25, and 39 - 50	Additional information on re-enrolling in a failed lab provided. Also added was guidance on changing runways and stage check scheduling. Corrections made to pagination.	NWL
Rev. 03	07/12/2021	3, 5, 7, 8, 9, 10, 11, 15, 16, 17, 37, 39, 45, and 48	Additional information added on withdrawals and traffic pattern operations. Attendance policies revised according to lab. Incomplete lab verbiage updated to reflect new policies. Additional minor changes and edits.	NWL
Rev. 04	10/4/2021	11, 12, 23, 39-41	Position updates, dress code policy, traffic pattern and practice instrument approach procedures updates	BEF
Rev. 05	02/08/2022	20, 22, 29, 36, 41-42	Tailwheel meeting requirements, GATS jars, CFI practical exam requirements, solo aircraft requirements, stage check scheduling, and ME procedures changes.	BEF
Rev. 06	4/1/2022	12, 25	Title changes, change to absence due to illness policy.	BEF

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LIST OF EFFECTIVE PAGES

This list of effective pages is used to determine the status of every page in this document. For example, a page dated “01/19/21” indicates the page has not been changed since 01/19/2021. Only the latest document revision date will be found on the bottom of the actual page. Footer information is not included in tracked changes within the document.

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INTRODUCTION

Welcome to the Aerospace Department at Middle Tennessee State University (MTSU)! The MTSU Aerospace Department, comprised of a staff of experienced aviation professionals, is dedicated to ensuring that you receive the best aviation education possible. Support is provided by:

Title	Name	Office Location	Phone	E-mail
Department Chair	Dr. Chaminda Prelis	Room S211, Business & Aerospace Building (BAS)	(615) 494-8755	Chaminda.Prelis@mtsu.edu
Student Services Manager	Michele Doughtie	Flight Education Center, KMBT Airport	(615) 890-5755	Michele.Doughtie@mtsu.edu
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Advisor (A-K)	Aaron Counts	Room 120, Davis Science Building	(615) 904-8570	Aaron.Counts@mtsu.edu
Advisor (L-Z)	Tiffany Fantine	Room 120, Davis Science Building	(615) 898-2277	Tiffany.fantine@mtsu.edu

The **Flight Training Manager** is responsible for overseeing progress and working with flight instructors to ensure that students are making satisfactory progress in their course and assisting flight instructors in resolving any issues that may be encountered.

The **Assistant Flight Training Managers** are responsible for supporting your training needs. They provide the daily oversight of your instructor and assist with more routine issues. You can contact and Assistant Chief Instructor via email at AssistantChief@mtsu.edu.

Flight Instructors are responsible for providing students with the training, guidance, and mentoring necessary to achieve the applicable pilot certification. Instructors are to instill the discipline necessary for ensuring that students conduct all flight operations to the highest level of safety possible.

Students are responsible for showing up to their lessons on time and prepared. Students are encouraged to speak with their instructors if they have questions. If a problem exists with the student's instructor, it is advised for the student to speak with the Flight Training Manager early to resolve any problems.

WHERE TO GO FOR HELP OR ACTION

The following is provided to assist students if they are unsure of who to see or where to go to address a question, issue, or concern they may have:

Add/Drop a Flight Lab Course (After deadline)	Student Services Manager
Flight Lab Awards	Student Services Manager
Flight Safety Concerns, Safety Suggestions	FTM/AFTM
Flight Account Questions/Funding	Student Services Manager
Grade, Final Course Grade	Student Services Manager
Grounding	FTM/AFTM
Instructor Assignment	Student Services Manager/FTM
Instructor Change Request	Student Services Manager/FTM/AFTM
Registration	Advisor

STANDARD OPERATING PROCEDURES

The purpose of the MTSU Flight School Operations Reference Manual is to provide an outline of the policies and procedures of the MTSU Flight Training Center. Additional information that pertains to flight training operations, to include restrictions and limitations, are in the MTSU Safety Practices and Procedures manual, aircraft checklists, aircraft standardization manuals, and by referencing FAR Part(s) 61, 91 and 141.

All general information that pertains to line operations and dispatch procedures, to include restrictions and limitations, is in the MTSU Dispatch/Line Standardization manual and Safety Practices and Procedures manual.

SAFETY

MTSU airport campus safety policies and procedures, incident/accident reports and reporting system, are outlined in the MTSU Airport Campus Safety Binder. The Safety Binder is centrally located in the dispatch area behind the Dispatch Coordinator's desk.

SAFETY REPORTING

Should a student or CFI inadvertently violate any Federal Aviation Regulation, he/she should file a report through NASA's Aviation Safety Reporting System to avoid civil penalty or certificate suspension. The details of NASA's ASRS can be found in FAA Advisory Circular AC 00-46. ASRS reports are in the safety binder behind the Dispatch Coordinator's desk. It is recommended that the student and/or instructor consult with the Chief Instructor or Assistant Chief Instructor prior to filing any report. This consultation should not delay meeting any reporting requirements (i.e., within 10 days).

All safety concerns and incidents should be reported to the Safety Manager by submitting a Safety Report to the lockbox located on the wall near the dispatch area in the Flight Education Center. Forms can be found on the ledge beneath the lockbox. Electronic submissions can also be accessed at the following address:

https://docs.google.com/forms/d/e/1FAIpQLSerCsuIO5QxT0XBWtDlyvcEMn_t8qpdzeqUIXw5PTmA75EPA/viewform



or by scanning this QR code with your phone / tablet:

EMERGENCY RESPONSE PLAN

Initial action instructions and contact list are posted by each entrance door of the Jean A Jack Flight Education Center building.

Further guidance for specific situations can be found by accessing the MTSU Emergency Plan or in the MTSU Employee Safety Handbook centrally located in the dispatch area behind the Dispatch Coordinator's desk.

For further clarification of specific response actions, contact MTSU Environmental Health and Safety: 615-948-0962

SECURITY PLAN

Building and aircraft security plan(s) are outlined in both the Safety Practices and Procedures manual and the Dispatch/Line Standardization Manual centrally located in the dispatch area behind the Dispatch Coordinator's desk.

BUILDING SECURITY

The last employee to leave the Jean A Jack Flight Education Center is responsible for ensuring all exterior doors are locked before leaving the premises.

RAMP SAFETY AND SECURITY

Ramp areas can be dangerous areas for anyone to walk on due to aircraft taxiing, refueling operations, and maintenance tractors and vehicles. It is imperative that all students and instructors be vigilant about their surroundings due to the dangerous nature of the ramp.

Access to the MTSU ramp area is limited to the students that are currently enrolled into the flight lab, flight instructors, and any administrative personnel who are employed by MTSU. Any person wanting access to the ramp must be escorted onto the ramp by either a MTSU dispatcher or a flight instructor. Any suspicious activity on the MTSU ramp should be reported to the dispatch desk or management personnel.

UNIVERSITY POLICIES

FLIGHT LABS

Information related to the flight lab award process and requirements can be found in the MTSU *Flight Lab Guide*. Please see the latest version of the guide on the department webpage:

www.mtsu.edu/aerospace/

Each flight lab is intended to be completed during a single semester. Due to the nature of flight training, this can be very challenging. Students must contend with scheduling conflicts, weather, aircraft availability, etc. As such, unlike other university courses there is no guarantee that a student will finish during the semester's predetermined period.

Many students will decide to stay beyond the dates for the given term to complete their lab. Because flight training takes proficiency, delays in training can cause unnecessary increases in costs. Students are strongly encouraged to not set constraints (i.e., family vacations) immediately following the semester until their lab is complete.

FUNDING

All flight labs must be fully funded before the student may begin training. See the *Flight Lab Guide* for more details.

INCOMPLETE FLIGHT LABS

Students who do not complete their flight lab by the end of the semester may be given an incomplete "I" for their grade (see Undergraduate Catalog for details). These students will have approximately one additional semester to complete the course. These students do not need to register again for the course in the subsequent semester, but the normal attendance policies will apply. The student's grade will be changed once the check ride, or lab (if a check ride is not required), is complete.

If a student does not complete the check ride/lab by the end of the deadline, the student will earn an "F" for the course. Once the student has earned an "F," the student will need to register in a subsequent semester to complete their training, including the check ride.

Incomplete labs may require additional funding if more than the expected training is needed or the initial fees are exhausted. If additional financial aid is needed or sought, please contact the FlightLab@mtsu.edu to have your additional need calculated and supplied to the financial aid office.

Receiving an incomplete grade in a flight lab could prevent your financial aid from processing for your other university courses during the subsequent semester until the incomplete is completed with a grade. If your financial aid is impacted, please contact FlightLab@mtsu.edu for additional assistance. Students should contact the MT One Stop as soon as their grade is changed to see if they need to submit additional paperwork for their financial aid to process.

FAILED FLIGHT LAB COURSES

Students who fail a flight lab course due to attendance, insufficient progress (failure to complete within two semesters), or unsatisfactory performance on their written test(s) will need to immediately stop flight training and reapply for the course in a subsequent semester. If the student fails due to unsatisfactory performance on their written test(s), the student will need to successfully pass these tests before being allowed to re-register. These students are required to re-register for the flight lab only, but they may need to re-register for the associated ground course if that grade was also unsatisfactory. In this event, the student will need to register for both courses again. If the student fails a course in the spring term, they have the option of re-registering in the summer or the fall.

Students required to re-register are not required to complete the entire lab course again. These students will only be required to complete the remaining lessons. If additional review is needed, an appropriate lesson may need to be repeated. The attendance policy for the subsequent term will apply. These students will be required to attend first-day meetings, etc.

To re-register, the student will need to submit a lab request for the appropriate term. Late lab requests will be considered in accordance with the policies in the Flight Lab Guide. Re-registering students will not need to deposit the full amount for the lab again. They will only need enough funding in their flight lab account to complete the remaining requirements, which will be determined by the Assistant Chief Instructors. If financial aid is requested, please contact FlightLab@mtsu.edu to receive an estimate on funding needed.

Please note that the GPA impact of receiving an “F” in any course may be negated by registering in that course again and successfully completing it (see the Undergraduate Catalog for details). While that original course grade will remain on a transcript, once the course is completed with an “A” in a subsequent semester, that “A” will replace the “F” in GPA calculations. Please see the Undergraduate Catalog for more details.

WITHDRAWALS

Students may withdraw from a lab up until the withdrawal deadline. If a student decides to withdraw beyond that point, a grade will be awarded. Incomplete students that withdraw will earn an “F” in the course.

REFUNDS

Refunds may be issued once the check ride or course is complete. Many students choose to leave any remaining funding in their account and simply increase their balance to the minimum needed for future labs.

Students should contact FlightLab@mtsu.edu to initiate a refund. If a deposit was made with a credit card, the refund will be applied back to the credit card. Payments made by check, cash or with a credit card over six months ago will be returned via direct deposit or by check. Any outstanding balances will be deducted before a refund is processed. Refunds usually take seven to ten business days to process.

FLIGHT LAB POLICIES

NEW STUDENT AND RETURNING STUDENT ENROLLMENT

Before a student can fly in a MTSU aircraft the student must meet the requirements set forth by the Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA). The student needs to submit all required documents (i.e., original birth certificate, passport/Visa, driver's license, and medical) to the authorized instructor.

CREDIT FOR PREVIOUS FLIGHT EXPERIENCE

Credit for previous flying experience is issued on a case-by-case basis. Contact the Chief Flight Instructor or Assistant Chief Flight Instructor if you have any questions.

REQUIRED MATERIALS

Students receive a list of required materials at the beginning of each flight lab. The student must ensure that each of these items are readily available for each lesson. If a student does not have the needed materials or equipment, an unprepared absence may be assigned. A student must also have his/her pilot certificate, current medical, a logbook with required endorsements (student pilots), and a government issued photo ID.

STUDENT PILOT REFERENCES

All pilot training is conducted in accordance with FAR Parts 61, 91 and 141. Reference the FAR/AIM, and associated FAA approved MTSU training syllabi, checklists, and standardization manuals.

STUDENT TRAINING RECORDS

Student training records are in the training records room in the Jean A. Jack Flight Education Center for the current semester or online. Records access is limited to the individual student, MTSU CFIs, MTSU administrative personnel, FAA inspectors and TSA inspectors.

KEY PERSONNEL QUALIFICATIONS REQUIREMENTS

Chief Instructor, Assistant Chief Instructor, and Certified Flight Instructor qualifications required to conduct flight instruction are outlined under FAR Part(s) 61, 91, 141 and associated appendices.

REMOVAL FROM FLIGHT STATUS

The following situations may justify being removed from the flight schedule for a period of time:

Aeronautical Knowledge Test

When satisfactory completion of a knowledge test required for a pilot certificate or rating has not been accomplished by the test completion deadline.

Financial

When flight lab account balance falls below \$500 minimum.

Flight Operations

An involuntary grounding because of an apparent violation of MTSU policy/procedure or FAA regulation, or involvement in a flight operations incident/accident involving damage or injury to persons or property.

TSA

A lack of TSA documentation prohibits the conduct of the flight portion of the lab. In this instance, ground training may be conducted.

Instructor Issues

If the instructor has failed to complete any tasks deemed necessary by the Chief or Assistant Chief, he/she may be grounded and not allowed to meet with students. In these cases, a temporary instructor may be assigned to ensure the student continues to progress.

Excessive Hours

If a student exceeds 150% of the recommended hours, training will be suspended to allow for an appropriate plan of action to be developed.

Excessive Absences

Excessive absences will result in failure of the flight lab (see attendance policy). This will require the student to submit a new lab request and register in a subsequent semester.

Any Other Issues Identified by Management

When a student is removed from flight status, all current and future reservations will be removed.

APPLICANT NAMES FOR FAA APPLICATIONS AND TESTING

Full legal names must match on government issued photo identifications, medicals, certificates, and applications for knowledge or practical tests. If there are discrepancies between any of these, a student may not be allowed to participate in the examination.

NAME CORRECTIONS ON STUDENT DOCUMENTS

All student identifying documents should have the same full legal name as listed on their passport or birth certificate. These documents include but are not limited to:

- 1) Pilot Certificate
- 2) Medical
- 3) State-issued Photo ID
- 4) Enrollment/Graduation Certificates
- 5) Pilot Logbook and Endorsements

During first day paperwork, instructors must ensure that names on these documents match. Extra care should be taken when processing a new student pilot certificate on IACRA. Some common mistakes are listed below.

- 1) Not including multiple middle names: Many international students will have more than three names. Ex: First Name, Father's Name, Grandfather's Name, and Family

Name. In this circumstance, include the first initial of the first middle name separated by a space. Example: Fahd Shawkat Kadoum Abdullah should read: Fahd S. Abdullah

2) Not including suffixes such as “Jr.” or “III.”

3) Using documents other than the passport/birth certificate for the name. Ex: Driver’s license does not include a middle name, but the passport does.

If there is a mismatch on any of these documents, below are the following steps to correct those issues. **[Note:** This is the process for a *name correction*, not a *name change*. For a name change on either the pilot certificate or medical, please contact either the Nashville FSDO (+1-615-324-1300) or the Aerospace Medical Certification Division (+1-405-954-4821) respectively. Do not directly contact specific FAA representatives at the FSDO unless specified to do so.]

1) Pilot Certificate

- If the checkride is more than one month away: Send a copy of their passport and a signed letter asking for the name correction to the following address:

FAA Airmen Certification Branch
AFB-720 PO Box 25082
Oklahoma City, OK 73125
Phone: +1-866-878-2498

- If the checkride is less than one month away: Notify your DPE of the discrepancy. The Airmen Registry can make a name correction on the pilot certificate if the 8710 is submitted with documentation of the correct name, but only at the DPE’s discretion.

2) Medical: Fax a copy of the medical, passport/birth certificate, and a letter stating “please correct my name to match my passport” to +1-405-954-4040, ATTN: Tyler. This is the Aerospace Medical Certification Division in OKC. Their phone number if you have questions is +1-405-954-3238.

3) State-issued Photo ID: Students will need to contact their local DMV about appropriate procedure. For Rutherford County, they need to bring their passport or birth certificate to the local DMV.

Murfreesboro Driver Services Center
1035 Samsonite Blvd.
Murfreesboro, TN 37129
Phone: +1-866-849-3548

STAGE CHECK, END OF COURSE, FAA PRACTICAL TEST SCHEDULING

Stage Check

After the last lesson prior to a stage check is completed, the instructor shall complete all necessary paperwork, and submit the folder to the records manager directly after the lesson. The instructor must make sure all lessons are in chronological order and all lessons have been signed. Once the student’s folder has been checked and verified by management, the student will be assigned a stage instructor, who will administer the stage/strand check.

Credit for an incomplete stage check (including EOC) may be used for up to 30 days after the initial attempt. For example: if the ground portion was completed March 1, credit for the ground would be invalid after 30 days (March 31), thus requiring the ground portion to be completed again followed by the flight portion.

EOC

After the last lesson prior to a EOC check is completed, the instructor shall complete all necessary paperwork, verify all pre-requisites are met (including the FAA written test with a minimum score of 70), and submit the Google Form to the records manager to schedule the evaluation.

Before an EOC will be assigned, all FSP entries must be reconciled with the transactions list to ensure the student has been charged properly. Once the student's training has been checked and verified by management, the student will be assigned a stage instructor, who will administer the end of course exam. After the EOC is completed, the CFI needs to ensure that:

- The Practical Test Checklist has been completed;
- Email notification sent to Records Manager;
- A final record review is completed by management;
- The graduation certificate is signed by the appropriate chief instructor; and
- Email the date of the check ride to the records manager.

NOTE:

*Ensure that no more than **60 days** have passed after the completion of the EOC to the completion of the checkride. If it has been more than 60 days, another EOC must be completed by the student prior to the checkride and another Google Form submitted. A pre-arranged CFI shall be available at the start of the check ride. This shall be either the primary instructor or a stand in/ferry instructor.*

FAA Practical Test

All practical tests conducted for the completion of an MTSU flight lab must be completed in an aircraft operated by MTSU. An instructor may schedule an FAA Practical after the EOC has been completed. Do not schedule the practical test before EOC completion. Scheduling a practical test prior to the EOC may result in the student being waitlisted for the subsequent flight lab. Part 61 labs are the only labs that may schedule practical tests at the beginning of the semester.

A CFI should be present at the beginning of each practical test to ensure that the test begins without issue. In the case of a practical test away from KMBT, students will pay for the flight to and from the testing airport, and an administration fee for the flight instructor's time.

FAA Checkride Passed: The Post Check Completion Record needs to be completed by the CFI who accompanied the student to the check ride, whether it took place at MTSU or at another location. Turn all documents into the records manager with the form paper clipped to the front page.

FAA KNOWLEDGE TEST (WRITTEN) SIGN-OFFS

When enrolled in a flight lab requiring an FAA knowledge test(s), the designated primary instructor is responsible for providing the necessary endorsement for the test once the student demonstrates satisfactory preparation.

UNSATISFACTORY PERFORMANCE – STAGE CHECK, EOC, FAA PRACTICAL TEST

Stage Check and EOC

If a student fails a stage check or EOC, the instructor should give additional ground/flight training in the deficient areas (depending on the reason for failure). After the student has received the training, the stage check may be rescheduled with the stage check instructor. A copy of the incomplete stage check evaluation form must be turned in to one of the designated senior check instructors.

FAA Practical Test

If a student fails a FAA Practical Test, the instructor must give the ground/flight training in the deficient areas. After the student has received the training, the instructor must give the “retesting after a failure” endorsement and a new 8710 must be filled out. A copy of the notice of disapproval must be turned in to the Chief Flight Instructor.

GENERAL FLIGHT SCHOOL POLICIES

STUDENT DRESS CODE

Any students participating in flight lab activities are required to wear closed toed shoes. Pants are required except from May 1st to October 1st, when shorts can be worn, or anytime the temperature is expected to be over 80 degrees Fahrenheit.

SMOKING AND TOBACCO PRODUCTS

Smoking or the consumption of any tobacco product is not permitted in MTSU aircraft or anywhere on the KMBT operations ramp. Smoking is not permitted within 50 feet of any aircraft, hangar, maintenance facility or fueling facility, or on the MTSU ramp at any time. This includes E-Cigs.

LOST AND FOUND

A lost and found is in the dispatch area. If an item is found or lost, check with Dispatch to turn in said item or to retrieve said item. Lost items will be stored in the cabinet in the Chief Instructor's office and will be kept for 30 days.

OBSERVING A LESSON ACTIVITY

Observers are encouraged to fly on dual flights. An observer is someone actively enrolled in any MTSU flight lab that has a legitimate reason for observing the flight. MTSU flight students may observe any dual flight if they have the permission of the student scheduled to fly, both CFIs, and the Chief Instructor or Assistant Chief Instructor. The observer's name and an emergency contact phone number need to be entered in the notes section of the reservation in FSP for manifest purposes.

Except in rare cases approved by the Chief Instructor or Assistant Chief Instructor no more than one passenger or observer may be carried on any dual flight. Aircraft carrying passengers will be operated in the "Normal" category only.

VISITING THE FLEET MAINTENANCE HANGAR

Students are encouraged to visit the MTSU Maintenance Hangar. A MTSU CFI must accompany students while visiting.

FLIGHT SIMULATOR CARE

No food or beverage may be consumed inside the simulators including water. Discard any refuse left in the sim. Any issues with the simulator should be reported to dispatch.

RENTAL OF MTSU AIRCRAFT

Students may only rent MTSU aircraft to complete a lesson in a syllabus or complete a practical exam. Students may not rent aircraft outside of these events, except for approved graduation flights. All flight lessons in an MTSU flight lab must be conducted in an aircraft operated by MTSU.

GRADUATION RENTAL FLIGHT

Graduating students may rent our aircraft for the limited purpose of flying with their parents. In many cases, parents have provided the financial resources necessary for these students to succeed. As such, we do believe it is important to allow students and their parents the opportunity to experience a moment of shared accomplishment.

For a student to use an aircraft for this purpose, they must:

- Be graduating during the next commencement ceremony (flights must be within one week of commencement);
- Have the minimum of \$500 in their flight account to fly;
- Have three (3) landings in the last 30 days in a DA40 (Only a DA40 may be used);
- Remain within 25 miles of Murfreesboro Municipal Airport (KMBT);
- Schedule no more than a 2-hour VFR-day time block on the day of the planned flight (No reservation requests allowed).

NOTE:

This flight is subject to cancellation should the aircraft be needed to complete a training lesson.

CFI HIRING PROCESS

Consists of a three-step process which includes a written test, a panel interview session, and a classroom instructional session. Candidates are scored based upon their performance in these three areas to fill any available flight instructor positions. To apply, submit a resume to the Chief Instructor.

SCHEDULING, DISPATCHING, AND ABSENCES

HOURS OF OPERATIONS

If a plane must be dispatched before the arrival of any dispatch personnel, prior arrangements must be made with the Chief Pilot and Dispatch Coordinator. If there are no personnel to dispatch the flight, the crew must be in contact with ATC either by filing or flight following prior to leaving the ground. If filing, the Chief Pilot or Dispatch Coordinator's contact information must be listed as the emergency contact in addition to the pilot's cell phone number.

Flight crews are to return on time before curfew. If a flight crew determines they may return after curfew for any reason, they must inform MTSU Dispatch as soon as possible as well as the Chief or Assistant Chief Flight Instructor. The dispatch personnel will then stay to verify the flight crew's safe arrival. Do not cancel the flight plan until on the ground.

SCHEDULING PROCEDURES

MTSU uses a scheduling system called Flight Schedule Pro (FSP). FSP does not require the manual publication of a schedule daily. Aircraft and ground reservations will be scheduled in accordance with the policy below.

To ensure equal access to aircraft, the following scheduling policy has been established:

- Instructors will schedule all activities. Students will not schedule flights or grounds.
- Instructors must schedule at least 2 hours in advance and can schedule up to 14 days in advance. Flights within the 2-hour window can be made through dispatch.
 - Check rides beyond 14 days can be scheduled by dispatch.
- Students must have a positive balance of \$500 to make a reservation.
- All grounds and flights must be scheduled **in advance** for the appropriate duration.
 - At the start of the semester, 2 reservations will be allowed per student. This will increase to 3 reservations on the third day. Instructors will be able to book a 4th reservation per student starting at the end of the first week.
 - This will help to ensure all students are able to be scheduled during the first week without half the students taking up all the best times.
 - Once the schedule is started, 4 reservations allowed per student. **This includes reservations that occur on the current date (including completed lessons)**
 - Each student can only have one reservation per day (in advance).
 - Maximum of 12 hours of reservations per student.
 - Longest booking allowed is 8 hours (flight hours should be at least 75% of reservation period).
 - A stage check counts towards the student's total reservations.
 - Multiple lessons can be logged per reservation.

- Each lesson must be logged **on the day and time that the training occurred.**
- Instructors are encouraged to only use one reservation per student for grounds. This will allow the instructor to use the other three reservations for aircraft. An instructor and student can complete more than one ground per week. Instructors should schedule the additional grounds once the first ground lesson is completed.
- Aircraft will be reserved by type with the actual tail number being assigned when the student checks in at the dispatch counter.
 - Stage checks and check rides will be moved to a tail number when scheduled.
 - Contact dispatch to ensure tail number assignment.
- Grounds are checked out and in by instructors.
 - Grounds “Print Dispatch” must be printed and submitted for billing.
- Dispatch will only schedule the second event of the day for a given student.
 - Instructors must book grounds in advance (included in the 4 reservations total)
 - If a student has 4 bookings in the future and they want to add an event, they need to go cancel a future booking to allow today’s event to be scheduled.
- Pre/post is optional field to use for reservations.
 - Used to book instructor longer than the aircraft
 - Example: A 2-hour flight with an hour preflight discussion = 3.5-hour reservation with 1.5-hour pre/post time. Ensure dispatcher includes 0.5 mandatory paperwork per/post beyond and ground discussion time (1.5 total). The aircraft will only be reserved for 2.0. The instructor will be scheduled for 3.5 hours.
 - Adding 15 minutes for the pre- and post-will result in the aircraft being available 15 minutes sooner for the next crew to schedule.
- Reservations must be cancelled more than 24 hours in advance (unless wx, maintenance) or the student will be charged a no-show. In the case of illness, students shall notify the instructor via text or phone. If the cancellation is within 24 hours, a no-show and attendance absence will be in effect until the student provides written notice from a medical professional. It is highly encouraged that students use MTSU’s medical clinic and ensure any medical issues are reviewed by an AME to prevent medical disqualifications.
- Flights cannot be changed to grounds (unless weather). Inadequate preparation for a flight should result in a no-show not a ground discussion.

Note - Cancellations for disingenuous reasons may result in disciplinary action.

SCHEDULE CHANGE

If a flight has been cancelled, the student and instructor should receive an automated email. If a student must reschedule a flight on the same day, the schedule may be full, and a new slot is not guaranteed. Every effort should be made to make up any cancelled meetings.

STAGE CHECK SCHEDULING

Stage checks must be scheduled within seven days of receipt of the email. Stage checks should be scheduled in stage check aircraft.

- If a stage check plane is not available at the requested time, stage checks may be scheduled in open DA40s. Stage checks cannot bump flights not in the stage check slot.
- If a DA40 is not available, an open time must be found.

Instructors can schedule into an open stage check plane, but a non-stage check flight can be bumped from a stage check slot with as little as 2 hours' notice.

Check rides can bump any non-evaluation flights with 24 hours' notice.

BUMPING PROCEDURES AND POLICY

This policy applies to stage checks and check rides:

If bumping is required, follow these procedures:

- The booking to be bumped must be more than 24 hours from the time you actually schedule the bump.
- The bumping instructor must notify the bumped instructor and student that they have been bumped.
- Always bump the LAST PRIORITY aircraft

Note:

BUMPED BOOKINGS SHOULD BE A COMBINED EFFORT BETWEEN INSTRUCTORS AND DISPATCHERS

SCHEDULING LESSONS FROM THE NEXT STAGE WHILE WAITING FOR A STAGE CHECK

While waiting on a stage check, ground lessons from the next stage may be completed before the stage check is completed. Flight lessons can be completed ahead of the stage check completion if prior approval is received from the Flight Training Managers or Assistant Chief Instructors. Private students should not complete cross-country lessons prior to solo without prior approval. **PRE-PRIVATE STUDENTS CAN NOT FLY SOLO PRIOR TO COMPLETING THE CORRESPONDING STAGE CHECK, NO EXCEPTIONS.**

DISPATCHING PROCEDURES

Prior to any flight, the student must receive a dispatch ticket. The dispatcher or an MTSU CFI must review all information for completeness.

An MTSU CFI must be present at the airport for the entire duration of solo pre-private flights.

An MTSU CFI may dispatch a post-private flight when no dispatch personnel are available. Each flight must have a responsible person, who knows as to the whereabouts of the particular flight (i.e., dispatch, CFI or anyone designated in writing by the Chief Instructor). This person does not need to remain at the airport for the duration of the flight however, the responsible person should be available for contact in person or by phone at the completion of the flight. The CFI signing off the student shall know the entire route of the flight.

The Hobbs meter and tachometer time must be checked against the dispatch ticket and aircraft tin during preflight. If any difference is noted, the actual time must be reported to dispatch prior to flight. Dispatch must approve and initial any changes in the times listed on the tin. All pilots must also check the aircraft dispatch ticket and the tachometer time prior to flight for compliance with FAA-mandated and MTSU inspections.

SOLO CROSS-COUNTRY FLIGHT PLANNING REVIEW

Before any solo flight, regardless of which flight lab, an MTSU CFI is to review cross country flight planning. Private pilot lab students may not depart in the morning before the official sunrise or before dispatch opens and must return to KMBT and land no later than the official sunset. The CFI that approves the flight is responsible for ensuring the following:

- Weather and NOTAMS have been checked;
- The destination is on the approved airports list;
- The weight and balance are within limits and properly calculated;
- The 100 hour is not going to be exceeded;
- The discrepancies are briefed; and
- The airplane is properly fueled and the oil levels are at minimums, as well as a proper preflight check.

DISPATCHING SOLO CROSS-COUNTRY FLIGHTS

A copy of the planned cross-country navigation log is required to be turned into MTSU Dispatch before any cross-country flight. If it is a solo flight, the student will receive the aircraft tin after all other dispatching procedures have been completed. No pre-private student will be dispatched if any portion of the solo flight takes place after sunset or before sunrise.

Flight Dispatch Process – Flight Schedule Pro

The **student** will:

1. Check in at the dispatch desk where they will be given their tail number (the tin will be given later).

The **dispatcher** will:

2. Check-out aircraft in FSP and print the dispatch ticket;
3. Verify the information on the dispatch ticket;
4. Enter the starting information on the next line of the log in the tin;
5. ***Once the student provides the weight-and-balance, the tin and the dispatch ticket will be given to the instructor. The W&B (yellow) will be placed in the box near the radio;***

****** Aircraft keys will only be given to the instructor (even for solo) ******

6. Once the radio check is complete, W&B will be placed on the board.

Upon return of the flight, the **student and instructor** will:

7. Enter the Hobbs and Tach on dispatch ticket and sign next to their name;
8. Return the tin, the dispatch ticket, and inform the dispatcher if there are any new discrepancies.
 - a. If additional time/charges are needed (i.e., check ride fees), the instructor should inform the dispatcher of that time.

The **dispatcher** will:

9. Remove the weight-and-balance from the board;
10. Check-in the flight in FSP by updating the Hobbs and tach;
11. Enter any new discrepancies;
12. Create an invoice for the flight and write the invoice number on the dispatch ticket **and initial**;
13. ***Email a copy of the invoice to the student, if requested;***

Note:

The dispatch ticket with invoice number and initials is placed in the basket on the Coordinators' desk.

ABSENCES AND CANCELLATIONS

Absences and cancellations are subject to the current [Attendance Policy](#). The Attendance Policy requires:

- Private-Instrument-Commercial lab students shall conduct (4) lesson activities per week;
- Multi-engine will be started on a staggered basis and shall conduct (4) lesson activities per week; and
- CFI, CFII, and MEI will be started on a staggered basis and shall conduct (2) lesson activities per week.
- Tailwheel will be started on a staggered basis and shall conduct (1) lesson activity per week.

Summer labs are subject to different meeting criteria, see updated signed [Attendance Policy](#). If a student is unable to conduct the lab specified number of meetings (see above) for any reason outside of aircraft maintenance, weather, or checkride/stage check bumping, they will receive an absence.

Absences are defined in the [Attendance Policy](#) that is signed prior to each flight lab commencing. A student is allowed a maximum of 3 absences in a given semester before having their flight training suspended and a required meeting with the Chief Instructor. If the student receives their 4th absence, they may get an “F.”

Students are required to meet between 6:00 a.m. on Sunday to 10:00 p.m. on Saturday (midnight during DST). NO LESSONS SHALL OCCUR OUTSIDE OF THESE HOURS unless approved by the Chief Instructor.

Lack of Attendance Absence

If a student does not reach the minimum amount of lesson meetings per week an absence will be issued.

Unprepared Absence

An unprepared absence is charged if the student does not show up PREPARED by the scheduled time of instruction. You may show up for the lesson, and if you are not prepared, you may still receive an unprepared absence (i.e., if your flight plan is not complete by the scheduled flight time).

Late Cancellation Absence

Students must notify instructors of cancellations at least 24 hours prior to scheduled flight or ground to avoid a late cancellation fee. If the cancellation falls within 24 hours of the flight or ground session, the student will be charged an absence AND a late cancellation fee.

No Show Absence

A no show absence is charged if the student does not show up for a scheduled meeting.

CFI STUDENTS FLYING

All CFI students must start flying 45 days from their scheduled check ride and must fly at least once a week thereafter until the course is complete.

STUDENT VACATIONS

During the fall and spring semesters, students must take vacations during scheduled breaks. Any vacation not associated with a scheduled University break will result in absences being accrued. No vacations are authorized during a summer flight lab.

INSTRUCTOR CANCELLATIONS

Instructors are expected to meet with their student during each scheduled activity. Instructor cancellations are not permissible. The only acceptable excuse is an emergency or illness. In both cases, the instructor should notify the Chief Instructor (and include their ACI) of any illness or emergency.

For further clarity on how an absence is issued, refer to *Figure 1* below.

ISSUING STUDENT ABSENCES

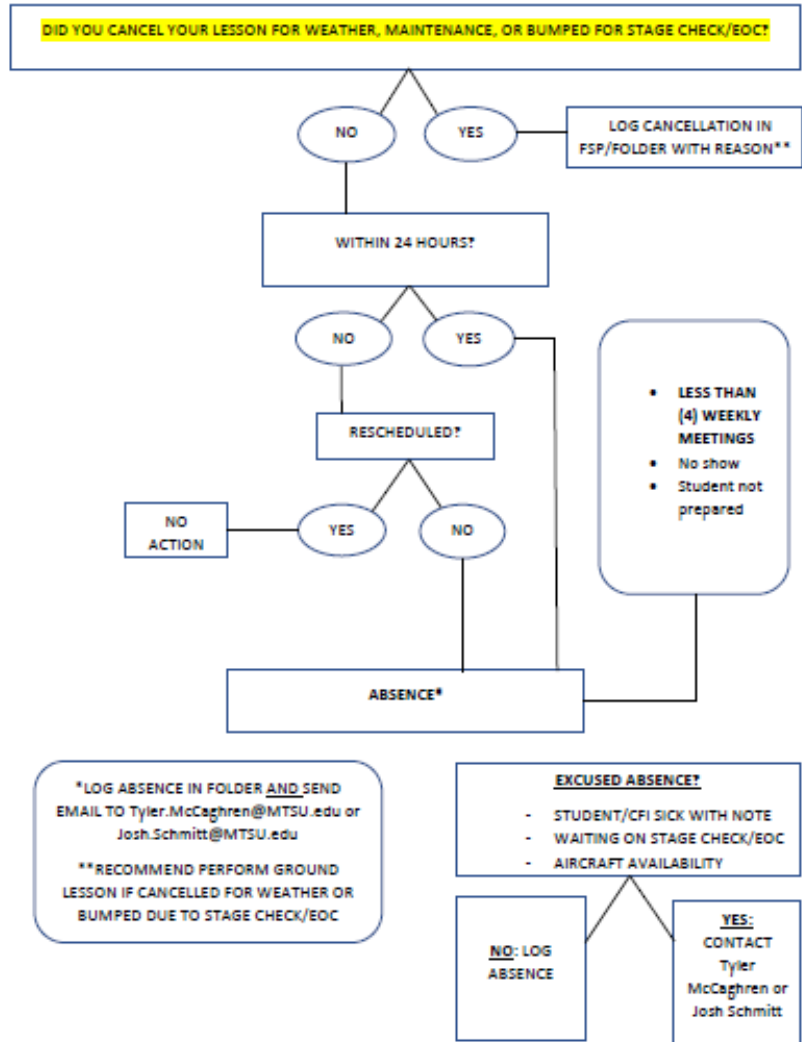


Figure 1

All absences shall be recorded in Flight Schedule Pro or the student folder (*Figure 2*). Additionally, the absence shall be recorded in writing (via email/text/folder) to the student and the Chief Flight Instructor or Assistant Chief Flight Instructor.

RECORD OF NO SHOWS / UNPREPARED ABSENCES / LATE CANCELLATIONS

STUDENT NAME: _____ COURSE #: _____

DATE (MM/DD/YY)	LESSON NUM.	REASON FOR CANCELLATION	STUDENT INITIALS	INSTRUCT. INITIALS
1				
2				
3				
4				

Note: MUST see Chief Instructor if fourth absence earned

Figure 2

All lesson cancellations require a detailed explanation as to the reason for cancellation in Flight Schedule Pro or the student folder. For example, a weather cancel should include what caused the cancellation (i.e., winds over 20 knots, ceilings below 400', etc.). See *Figure 3*.

RECORD OF WEATHER OR MAINTENANCE CANCELLATIONS

DATE (MM/DD/YY)	LESSON NUM.	REASON FOR CANCELLATION	STUDENT INITIALS	INSTRUCT. INITIALS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

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Figure 3

ABSENCE APPEAL

If a student feels that an absence was assigned wrongfully, the student may appeal to the Chief Flight Instructor. The appeal should be initiated as soon as the student is aware of the absence in question. Do not wait until the end of the semester to appeal an absence. When uncertain or in doubt of a situation regarding absences, discuss the matter with the Chief Flight Instructor.

OPERATIONAL POLICIES

LESSON ACTIVITY DURATION

Students are required to show up 30 minutes prior to the scheduled flight booking. A flight may be cancelled if a student has not checked in with dispatch at least 15 minutes before the scheduled flight. Returning flights should be parked and secured at least 15 minutes before the scheduled end time of the booking to ensure the next flight crew has sufficient time to conduct a thorough pre-flight inspection.

FLIGHT READINESS SELF-EVALUATION (IM SAFE)

It is a student's responsibility to evaluate and ensure his/her readiness before each flight. If a student does not properly pass any item on the IMSAFE checklist, it is his/her responsibility to inform the flight instructor and terminate the flight as soon as possible.

PRE-FLIGHT AND POST-FLIGHT BRIEFINGS

Most flights will include a charge of 0.5 hours of ground instruction. This charge is for pre/post-flight briefings and paperwork included for each flight lesson. Some flights may require a longer ground instructional period and will be reflected on the invoice.

Pre-flight briefings usually consist of a brief explanation of the upcoming lesson, as well as ensuring a student is prepared for the flight.

Post-flight briefings should be done after every dual flight to ensure the student is informed of performance and progress through the lab. This should be a comprehensive evaluation of the flight, a look ahead at the upcoming lesson, and a time to answer any questions. After a post-flight briefing both the instructor and student should agree on the progress and performance of a student.

Briefings should take place in briefing spaces on MTSU Flight School property.

WHO IS PIC?

The PIC is directly responsible for and is the final authority as to the operation of the aircraft and overall safety of the flight. During dual flights, the MTSU CFI is the PIC. For all solo flights, the student is the PIC.

CARELESS/RECKLESS OPERATION

Careless or reckless operation of MTSU aircraft is prohibited. The Chief Flight Instructor is the final authority of what is considered reckless or careless.

APPROVED AIRPORTS

A list of airports approved to conduct training is provided to each instructor. Only flights to approved airports are allowed unless approved by the Flight Training Manager or designee.

REQUIRED EQUIPMENT

The aircraft must have all required equipment. If a student notices something is missing or damaged, immediate notification of their instructor and maintenance is required. If the item was not required for flight, it should be written up in a discrepancy sheet located in the tin, placarded and deactivated. Students and instructors must ensure to check the discrepancies before each flight. If a discrepancy write-up is warranted, the pilot shall follow the procedures as spelled out on the discrepancy flowchart available in each aircraft tin.

WEIGHT AND BALANCE

Prior to every flight, the student and instructor must ensure that a Weight and Balance form has been properly completed for the aircraft to be flown. A copy of the completed form must be on board the aircraft during the flight. A copy of the form will also be left with Dispatch. The Weight and Balance forms for each aircraft type are located on the top counter in the front lobby of the Jean A. Jack Flight Education Center Building.

AIRCRAFT INSPECTIONS/SCHEDULED MAINTENANCE

All MTSU aircraft must be inspected periodically (100 hours, annually, etc.). The aircraft may not be flown beyond a required maintenance inspection. It is the PIC's responsibility to ensure enough time is remaining to complete the planned flight. The 100-hour time is listed in the aircraft tin and should be checked prior to each flight.

AIRCRAFT DISCREPANCIES

Before each flight, a flight crew should review and brief any existing aircraft discrepancies on dispatch ticket. If a flight crew notices an issue that has not been recorded, the discrepancy flow chart shall be followed. It is the PIC's responsibility to report and properly write up any noticed discrepancies.

OPERATION WITH INOPERATIVE INSTRUMENTS AND/OR EQUIPMENT

It is the PIC's responsibility to determine the airworthiness of the aircraft before each flight. If instruments/equipment that are not legally required to fly are missing, the PIC must determine if they are needed for the planned flight. Just because it is legal to fly does not mean it meets the requirements for the planned flight. Be sure to check the discrepancies before each flight to ensure legality, and planned flight requirements. Ensure the equipment is properly placarded.

AIRCRAFT TIN

An individual, tail number specific, tin will be provided for each flight. This tin contains information that must be checked prior to each flight.

The PIC must:

1. Check the current Tach time to ensure the aircraft will not exceed the 100-hour time.
2. Check and brief any aircraft discrepancies and ensure that the flight can be legally completed.
3. Ensure the aircraft keys are placed in the tin.

4. Check the Hobbs and Tach time in the tin and ensure both times match actual times displayed in the aircraft.

The aircraft tin is required for all flights.

AIRCRAFT CARE

Only water may be consumed in MTSU aircraft. All other beverages and food are prohibited. After each flight, check the aircraft for any refuse and dispose of it properly.

WINDSCREEN/WINDOW CARE

MTSU dispatch personnel are to clean the windscreen if dirty, however, the PIC is ultimately responsible for ensuring proper visibility. If a windscreen is dirty, cleaning supplies are in the fuel truck.

COLD WEATHER OPERATIONS

Any time the ambient temperature falls below 30°F the PA-44 (Seminole) aircraft must be preheated. Preheaters must be operated by MTSU CFIs. No student may operate or be left alone with a running preheater. Preheaters shall not be left unattended.

If frost or ice is present on the aircraft, de-icing will be required before takeoff. De-icing can be requested from MTSU Dispatch.

FUELING AND LINE SERVICE

Fuel Truck

It is the PIC's responsibility to determine that the aircraft has the required fuel (including MTSU reserves) for the desired flight. If the aircraft needs fuel, contact dispatch/line service on 123.5 or coordinate with line service personnel on the ramp for fuel. If there are no line service personnel on duty, it is the CFI's responsibility to fuel the aircraft. Students are not authorized to fuel aircraft.

KMBT Fuel Pumps

If the fuel truck is not operational, line service personnel will direct an incoming aircraft to taxi to the KMBT fuel pumps. The following procedure will be used if the aircraft is fueled at the KMBT pumps:

- a. The PIC will ensure that the aircraft is parked safely, wire grounded, and fueled correctly.
- b. Under no circumstances is an aircraft to be left unattended at the KMBT pumps. The PIC and MTSU line service personnel must coordinate returning the aircraft to the MTSU ramp.
- c. If possible, the PIC should coordinate fuel service with line service personnel prior to the flight. This will help eliminate confusion for the returning aircraft.

Only trained and authorized MTSU line service personnel and CFIs may operate the fuel truck and fuel aircraft. Students are not allowed to operate the fuel truck or fuel aircraft.

No MTSU aircraft may be refueled while its propeller(s) is/are turning.

MTSU FUEL CARD

It is the PIC's responsibility to obtain and return the fuel card should the flight require fueling away from home base. MTSU fuel cards are available upon request from the dispatch counter. Inform dispatch that a card is needed, surrender your MTSU identification card and sign the logbook to receive the fuel card corresponding to the assigned aircraft. Return the fuel card for your identification card upon return.

FUEL SAMPLES AND DISPOSING OF CONTAMINATED FUEL

Each aircraft has a GATS jar assigned to it. The GATS jar is in the backseat of DA-40 or baggage compartment of the Seminole. Use these jars for fuel samples. If no contaminants (water, dirt, etc.) are found, pour the fuel back into the fuel tank using the filtered side of the jar. Do not pour sampled fuel on the ground. If contaminants are found while collecting fuel samples, students should notify maintenance or their instructor. You must continue to sump the fuel until no trace of contaminants are visible. Contaminated fuel shall be disposed in the appropriate containers located on MTSU fuel trucks or in designated locations in maintenance.

LIMITATIONS PERTAINING TO PORTABLE ELECTRONIC DEVICES

- All portable electronic devices used in any aircraft MUST comply with 14 CFR 91.21.
- No portable electronic devices are authorized to be attached to the exterior of any aircraft without prior approval from the Maintenance Director.
- No portable electronic devices shall be used below 1000' AGL unless it is being used for procedural or navigational purposes (i.e., checklists, approach plates, etc.). Operation of portable electronic devices above 1000' AGL must not interfere with the safe operation of the flight.
- Portable electronic devices used for recording video (i.e., GoPro, etc.) are not allowed on any pre-private solo flight. Use of such devices on Dual flights or post-private solo flights are not authorized without prior approval from the Chief Instructor or the Assistant Chief Instructor.

CHECKLIST USAGE

The appropriate checklist must be used during each corresponding phase of flight. At no point should a pilot not use or deviate from an MTSU checklist, except in the event of an emergency when time does not allow.

TIRE WEAR

If a student notices any tire wear during a preflight inspection, it should be brought to the attention of the flight instructor. If the tire is showing any chord at all, the tire must be replaced before flying.

BOARDING AND DEPLANING

No person may board or exit an MTSU aircraft while its propeller(s) is/are turning. Hand propping is not allowed under any circumstances. If a crew is having trouble starting an aircraft,

they may call maintenance. All applicable checklists must be completed before allowing occupants to board or exit the aircraft. Make sure all doors and canopies are closed and latched after boarding.

HAND-PROPPING

Hand-propping to start MTSU aircraft is prohibited. If an airplane will not start, notify maintenance.

TAXIING

Safe and reasonable taxi speeds are expected. When taxiing in any wind condition other than calm, the pilot shall hold the controls with the proper wind correction input.

Flight crews should never cut in towards the parking spot before parking. Follow the lightning bolts printed in front of MTSU parking spots, and do not deviate left or right until lining the tail up with the proper tie down location. Once the tail is lined up, turn away from the parking spot and after shutdown, push the plane back into its designated spot.

The pilot is responsible for always ensuring obstacle clearance. The painted taxiway centerline will not always guarantee wingtip clearance. Shut down the engine and seek assistance in constricted areas. Aircraft may not be taxied through a line of tied-down aircraft.

Use caution to avoid runway incursions. All MTSU airplanes, students, and CFIs will, before taking an active runway at any airport, verify that no traffic is on the runway side of the hold short lines or on final (only exception to this is at a controlled airport, when following instructions from Air Traffic Control (ATC)).

Use of lights will be in accordance with aircraft checklists and, at other times, left up to the discretion of the pilot.

DESIGNATED RUN-UP AREAS

Aircraft may not be run up in tie-down areas. You must taxi the aircraft to one of the designated run-up areas located on the North and South ends of the MBT ramp. Upon arrival to the run-up area, they should turn to a heading in which the prop-wash is not striking other aircraft or personnel. A heading of 270 is recommended. Flight crews should make every effort to allow enough room for other aircraft to enter the run-up area if possible. When exiting the run-up area, the aircraft should be configured for takeoff.

TAKEOFF AND LANDING

All takeoffs and landings shall be performed on a hard surface runway. All takeoff and landing on other than hard surface runways must be approved by the Chief Flight Instructor.

ON-TIME DEPARTURES

All training lessons should depart on-time. Students scheduled for a solo flight should depart no later than the scheduled departure time plus 15 minutes. If the student on a solo flight has not left by the scheduled departure time plus 30 minutes, the flight is cancelled unless an extension is authorized by the flight instructor supervising the lesson.

LINE UP AND WAIT (LUAW)

LUAW procedures are prohibited at non-towered airports. LUAW operations can only be safely performed at an airport with an operating control tower when instructed by ATC.

INTERSECTION DEPARTURES

Intersection departures are prohibited at KMBT. Intersection departures are only authorized at airports with sufficient runway available, 5,000' minimum, from the intersection. Under no circumstances should an intersection departure be used to avoid other traffic waiting at the full-length position.

LOW ALTITUDE TURNOUTS

Under no circumstances should training aircraft conduct low altitude turnouts. Only recommended departure procedures should be followed unless otherwise directed by ATC.

TRAFFIC PATTERN OPERATIONS

Airspace around MBT can become congested. Flight crews should use extreme vigilance when departing or arriving in MBT. All radio calls must be made by MTSU aircraft. Non-pertinent radio chatter is prohibited.

It is highly recommended that PICs perform touch and goes at neighboring airports.

- SYI- 19 miles South. Can become busy at times.
- MQY- 10 Miles, Towered and closest. Provides great radio work as well.
- RNC- 28 Miles, pattern usually empty. Great to do maneuvers over there.
- M54- 19 Miles NE
- LUG- 30 Miles SW, not busy
- XNX- 30 Miles N

No touch and goes or stop and goes are allowed before 7am or after 10pm weekdays and before 8am or after 10pm Sat/Sun/Holidays at KMBT. Modified night hours during the summer months will be posted and announced.

Perform touch and goes at beginning of flight if pattern is empty (most instructor wait until the end of the lesson which means everyone is doing this around the same time). If the pattern at MBT is not full, there is no issue. Be vigilant, courteous, and smart about the traffic pattern at our home airport.

Announce "touch and go" or "full stop" during radio calls on base and final legs so other aircraft in the pattern can plan accordingly (ex. Murfreesboro traffic, Diamond 564MT, is turning final for runway 36, touch and go, Murfreesboro).

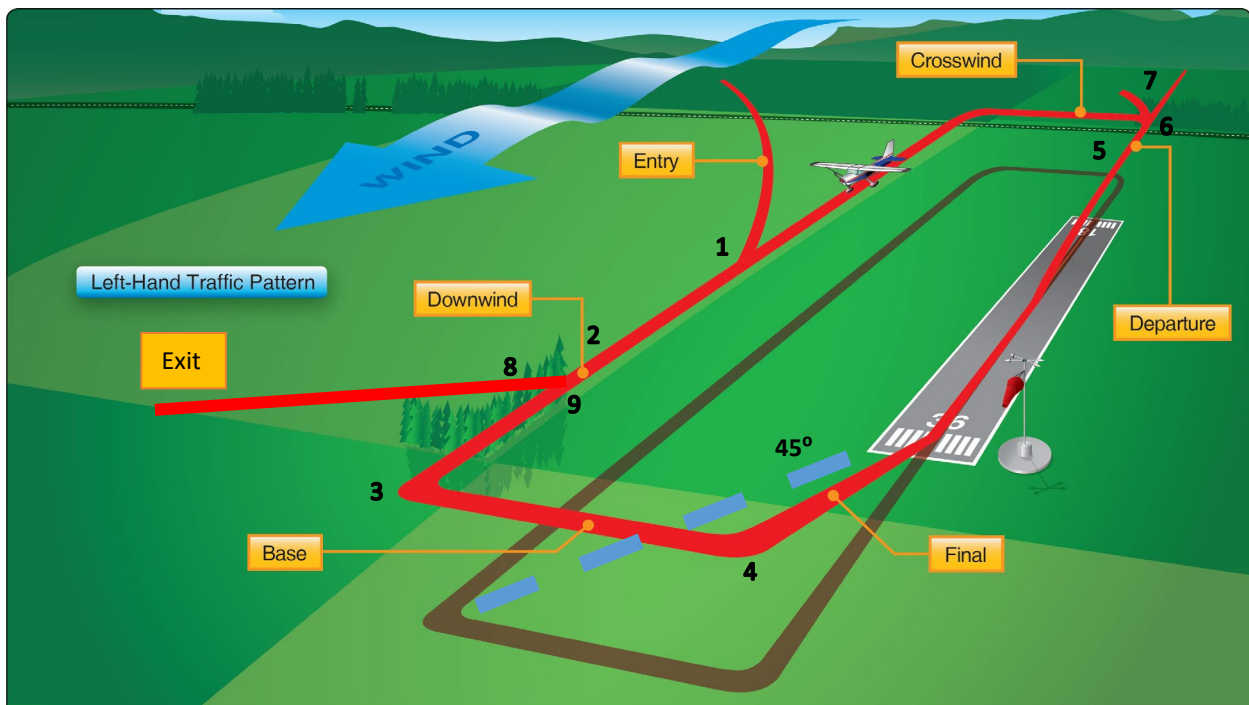
When traffic is waiting at the hold short for departure, extending the downwind is recommended. When arriving at the hold short for departure and the radio is free of congestion, announce you are waiting for departure.

Downwind departures are prohibited at KMBT. Straight out and left 45 degree departures are preferred. Right turn out approved beyond the landfill to the north or at an altitude above the active traffic pattern altitude.

360° turns for spacing on any established leg of the pattern are prohibited at KMBT and should only occur at a towered airport.

Sidestep to the upwind when executing a go-around, if warranted.

Fly correct traffic patterns: Be careful not to extend downwind too far. Turn base when the touch down point is at a 45° angle behind you, Airplane Flying Handbook 7-4. Crossing mid-field above pattern altitude at KMBT is prohibited due to arrival traffic into KMQY.



KMBT traffic pattern operations (See AIM 4-3-3. Traffic Patterns and AC 90-66)

1. Enter pattern in level flight, abeam the midpoint of the runway, at pattern altitude (1,000' AGL is recommended pattern altitude unless established otherwise).
2. Maintain pattern altitude until abeam approach end of the landing runway on downwind leg.
3. Initiate turn to base when 45° from runway.
4. Complete turn to final at least 1/4 mile from the runway.
5. Continue straight ahead until beyond departure end of runway.
6. If remaining in the traffic pattern, commence turn to crosswind leg beyond the departure end of the runway within 300 feet of pattern altitude.
7. If departing the traffic pattern, continue straight out, or exit with a 45-degree turn (to the left when in a left-hand traffic pattern; to the right when in a right-hand traffic pattern) beyond the departure end of the runway, after reaching pattern altitude. 2 miles straight-out is recommended if the initial turn is towards the 45 traffic.
8. If unable to turn base in a reasonable distance or if aircraft spacing is insufficient, exit off the downwind and reenter the pattern.
9. If exiting on the downwind, aircraft should maintain pattern altitude until the exit point. At the exit point, aircraft can commence additional climb and/or turn away from the pattern.

CHANGING RUNWAYS DUE TO WIND

1. In the traffic pattern:
 - a. If on downwind, crosswind or 45 entry, continue until abeam the numbers, then exit the pattern to a distance of at least 3nm from the airport and maneuver to a 45 entry for the new runway.
 - b. Otherwise, continue the pattern as normal and initiate go around procedures. Once at pattern altitude and past the departure end of the runway, exit the pattern to a distance of at least 3nm and maneuver to the 45 entry for the new runway.
2. On the ground:
 - a. If taxiing to or holding short, ensure runway environment is clear and taxi down the runway to the first available exit point. Continue taxi to the new runway.
 - b. If there is no other traffic on the ground, consider a 180 degree turn on the runway and exit back onto the taxiway.

PRACTICE INSTRUMENT APPROACHES

If there is a full traffic pattern, break off a straight-in approach and enter on a 45 at pattern altitude. When a practice straight-in approach is being conducted to the runway in use, flight crews are expected to break off the approach no closer than 1.5 nm from the runway and enter the 45 leg if there will be an expected issue with traffic in the pattern. The downwind leg should not be extended to allow for a practice straight-in aircraft. When making radio calls while on the straight-in, add “landing straight-in, traffic permitting” after the approach to the radio call so traffic in the pattern is aware that the straight-in aircraft will break off if needed.

Opposite traffic practice approaches at KMBT are prohibited. Opposite traffic or circling practice approaches may be conducted at other non-towered airports or at towered airports with approved procedures and with proper clearance. Use caution to enter the flow of traffic in accordance with the guidance in the AIM.

COORDINATION WITH NASHVILLE APPROACH

Due to our proximity to Nashville Airport (KBNA), any flight activity above 5,500' should be coordinated with Nashville Approach.

RECOVERY FROM UNUSUAL FLIGHT ATTITUDE PRACTICE

When recovering from unusual flight attitudes, the following must be considered:

1. Do not exceed 30 degrees of pitch or 60 degrees of bank relative to the horizon.
2. Do not exceed V_{NO} unless the aircraft is in smooth atmospheric conditions.
3. Do not exceed V_{NE} at any time.
4. Recover no lower than 1500 AGL.

SPIN LIMITATIONS

Intentional spins are only to be conducted in the DA-20 for the CFI Flight Lab, spin flight lesson.

AEROBATICS

All aerobatic maneuvers in MTSU aircraft are prohibited. At no time should an intentional maneuver be executed that causes the pitch angle to exceed 30 degrees, or the bank angle to exceed 60 degrees relative to the horizon. Every effort should be made to avoid these conditions.

LIMITATIONS SPECIFIC TO ALL AIRCRAFT

- a. No person shall board or exit MTSU aircraft while its engine(s) and propeller(s) are turning.
- b. Use extreme caution when repositioning a propeller by hand. Although a remote possibility, the engine may start unexpectedly by moving the propeller, even without engaging the electric starter motor or activating the magnetos. If it is necessary to reposition a propeller by hand to indicate that the aircraft has been fueled, the propeller should be turned opposite of its normal direction of rotation, and only as far as needed for fueling indication (dispatch fueling procedure).
- c. The line shed should remain locked whenever the equipment it houses is not being used by authorized personnel. The key shall be kept in the key lockbox located in the copy room.
- d. No MTSU aircraft may be refueled while its engine(s) and propeller(s) are turning.
- e. Stop-and-go landings may only be conducted at airports with a runway length of at least 5,000 feet. The takeoff roll may only be initiated from the stopped position on the runway if at least 2,500 feet remain in front of the aircraft from that point.
- f. A pre-private student and his/her instructor shall practice full-stop landings and taxi procedures at an airport with an operating control tower to familiarize the student with surface operations in preparation for his/her solo at that type of airport.
- g. ATC regularly uses 360's as a spacing maneuver at towered airports. 360's should only be performed at an airport with an operating control tower.

SOLO FLIGHT ACTIVITIES

During all pre-private solo flights, the verbiage "student pilot" shall be added to the end of the tail number / callsign (ex. Murfreesboro traffic, Diamond 564MT, student pilot, is turning final for runway 36, Murfreesboro)

Land and Hold Short Operations (LAHSO) and Special VFR Operations are prohibited while soloing an MTSU aircraft.

Solo flights are not to be conducted in aircraft with G3X avionics packages unless approved by management.

NIGHT OPERATIONS IN AIRCRAFT

A flight crew must adhere to FAA regulations concerning external aircraft lighting when operating at night. Refrain from using strobe lights while on the ground unless on the runway side of the hold short lines for other flight crew's benefit.

NIGHT SOLO OPERATIONS

Solo flights are not authorized for pre-private flight students in between sunset and sunrise. All other students must follow the solo cross-country procedure mentioned before. Coming back before curfew is the PIC's responsibility and shall notify MTSU Dispatch, and the Chief or Assistant Chief if the flight is going to return late.

LIMITATIONS SPECIFIC TO PIPER SEMINOLE AIRCRAFT

1. One Engine Inoperative Limitations:
 - a. **During the takeoff roll:** No OEI (one engine inoperative) procedures may be conducted above 50% V_{MC} (approximately 23 KIAS)
 - b. **Immediately after takeoff:** No OEI procedures may be conducted below 400 feet AGL.
 - c. **Between 400 AGL to 4,000 AGL:** No OEI procedures may be conducted by use of the mixture. OEI procedures will be simulated via reducing the throttle on the inoperative engine.
 - d. **Above 4,000 AGL and within 10 miles of an approved airport:** OEI procedures may be conducted by use of mixture or throttle. OEI procedures conducted via idling the mixture must be restarted by 4,000 AGL.
 - e. **At any altitude:** The fuel selector should not be used to initiate OEI procedures unless approved by the Chief Instructor.
 - f. **Simulated OEI go-around:** Only to be conducted at or above 4,000 AGL
2. V_{MC} Demo: must be conducted at or above 4,000 AGL.
3. Drag Demo: recovery must be initiated no lower than 4,000 AGL.
4. No solo flights are authorized without prior approval from the Chief Instructor.
5. OEI procedures are limited to day-VFR conditions. Night flights should only be used for time building purposes, *not* OEI training.
6. The landing checklist shall be completed prior to entering mid-field downwind. There shall be a visual, verbalized check to ensure the gear is down and locked on downwind, base, and final legs of an approach to landing.
7. All students and CFIs must be familiar with emergency gear extension prior to acting as PIC in the Piper Seminole aircraft.

RESETTING CIRCUIT BREAKERS

If a circuit breaker should activate, pilots may elect to reset the breaker once, should conditions warrant. Additional activation should be considered a true fault. Consult with maintenance prior to resetting the circuit breaker any additional times.

GARMIN G1000 FAILURES (SIMULATED)

Do not pull circuit breakers to induce simulated G1000 failures. Instead use static cling stickers, or other view limiting devices.

DEVIATIONS FROM FLIGHT PLAN

If any flight deviates from the official flight plan turned into dispatch, MTSU Dispatch must be notified as soon as possible. If your estimated time of arrival has changed, and you will be later than expected, you must notify MTSU Dispatch as soon as possible.

REFUELING EN ROUTE

If a flight crew needs fuel, the crew must coordinate with the airport's FBO. If the FBO does not offer fuel truck services, or if the FBO is closed, the flight crew must use a self-serve fuel pump. When using the self-serve fuel pump, ground and secure the aircraft and follow the on-screen prompts. It is the flight crew's responsibility to ensure the destination airport has fuel services available at the estimated time of arrival. If the flight crew pays for fuel personally, fueling reimbursement can be completed by providing the original fuel receipt to management. Without the original receipt, no reimbursement will be made.

MEDICAL EMERGENCIES

In any situation where a pilot or passenger is experiencing symptoms of what may be considered a medical emergency, proper actions must be taken. If these conditions are noticed prior to takeoff, the flight should not be initiated. If these conditions are noticed in the air, a landing at the nearest suitable airport may be necessary. Coordinate with EMS if the condition of said person requires it.

MOTION SICKNESS

Each MTSU aircraft is equipped with a convenience bag in the case of motion sickness. If a student does not feel well before the flight, it is their responsibility to inform the instructor and terminate the flight if needed.

CLOSING FLIGHT PLANS

When flying to an airport that does not have an operating control tower, you must:

- a. cancel the flight plan in the air before switching to advisory or,
- b. call a flight service station and close the flight plan.

NOTE:

If not closed in 30 minutes, search and rescue operations may be initiated. This must be done regardless of whether it is a VFR or IFR flight plan.

AIRCRAFT PARKING AND SECURING

When parking at KMBT, the aircraft should be taxied down the center of the ramp corridor. As the aircraft approaches its designated parking spot, the aircraft should be turned 90° away from the parking location. Pilots should never turn toward the parking space to minimize the distances need to push the aircraft back. Turning toward the parking space risks impacting the wingtip with other parked aircraft.

MTSU aircraft should not be pushed back by a single person. If a student is flying solo, a call may be made to dispatch to help push the airplane into a parking spot. A non-secured airplane should never be left unattended. Make sure to properly secure the aircraft with tie-downs, chocks, or the parking brake before leaving.

An aircraft must not be left unattended without being properly secured. Aircraft must be tied down in the assigned parking spot at MBT. If a flight crew is parking at another airport, follow the instructions given by the line personnel. If the airport does not have line personnel, the flight crew must ensure the aircraft is properly secured with tie-downs or chocks and the parking brake set before leaving the aircraft unattended. The parking brake may be left off if there are ground crew that may need to move the aircraft for some reason.

All doors and windows must be closed and latched. After each flight, all personal effects of any kind, including any refuse, must be removed and the airplane left in a clean and organized manner with intake plugs installed. The last flight of the day must install the proper airplane cover. If these items are not in the aircraft, notify the Dispatch Coordinator to arrange for replacement.

AIRCRAFT TIE-DOWN

After each flight, MTSU aircraft must be in the correct parking spot and tied down properly. The aircraft must have three tie-downs connected, if one cannot reach, reposition the aircraft. When tying down the aircraft the rope should be taut to prevent any possible movement. The pilot/crew should assure that the nose wheel of the aircraft is straight as the aircraft is tied down.

CHECK-IN

Upon completion of a flight under normal circumstances return the keys, tin, and dispatch ticket to dispatch immediately upon arrival and prior to any post-flight briefings. The breakdown of flying time on the invoice must be shown identically in the student's logbook and syllabus. Failure to log the time correctly and accurately may adversely affect the student's eligibility for course completion.

Prior to leaving the Flight Education Center, the CFI should make the appropriate entry into the student's training record in FSP.

POST-FLIGHT PROCEDURES

Flight plans are to be closed as soon as practicable after flight. It is preferable that flight plans are closed when the aircraft is safely on the ground. Flight plans may be closed by telephone (1-800-WX-BRIEF) or over a designated frequency.

Communication with flight operations or maintenance should use the most direct means possible. If there is a maintenance issue and it is after hours, follow the flow chart and notify maintenance personnel by phone/text or, as a last resort, write a note to place in the aircraft tin along with the initial aircraft discrepancy sheet. If unable to reach maintenance, down the aircraft for safety purposes.

RESPONSIBILITY FOR DAMAGE TO MTSU AIRCRAFT

Flight crew may be required to pay for loss or damage to aircraft due to negligence as follows:

- a. If solo, PIC is solely responsible for the cost of the damages.
- b. If dual but not solely manipulating the controls, MTSU instructor is solely responsible for the cost of the damages.
- c. If dual and solely manipulating the controls, flight crew is equally responsible and will split the cost of the damages.

TAIL-STRIKE INCIDENT NOTIFICATION PROCEDURE

If a tail-strike occurs during a flight, the flight should be terminated immediately, and maintenance should be notified. Do not continue the flight, even if no visible damage is noticed. If no contact with maintenance can be made, down the aircraft.

MTSU FLIGHT SCHOOL ATTENDANCE POLICY – (SPRING/FALL)

This policy applies to students receiving flight instruction at MTSU

******* (READ BOTH SIDES CAREFULLY) *******

ATTENDANCE POLICY OVERVIEW

The Aerospace section of the MTSU catalog states that a student must be: “in good standing within the department” and make “consistent and satisfactory progress in flight training”. To remain in good standing a student must maintain a 3.0 GPA (2.5 GPA if enrolled prior to Fall 2020), have their updated medical and maintain enough money in their flight account to continue flight. Consistent and satisfactory progress in flight training is as stated: If a student allows long periods of time between flights or constantly cancels flights, they are not consistent. If the student is unprepared for ground training, flight training, or does not follow the rules as set, they are not performing satisfactorily. The GPA is subject to change dependent on enrollment and instructor availability.

The attendance policy sets reasonable limits to afford the student the best opportunity to finish the professional pilot program in the allotted time. It is understood that occasionally there will be unforeseen circumstances that hinder progress. Interruptions in training will be handled in a fair manner. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight school personnel.

LAB STUDENTS

Students in the Private, Instrument, Commercial or Multi-engine lab are REQUIRED to attend a lesson meeting session FOUR TIMES PER WEEK. These students are required to attempt an event (ground session, simulator session or aircraft flight) during each session starting the first week of the semester. Students in CFI, CFII, MEI, Cross-Country, Tailwheel, or Advanced Tailwheel lab are REQUIRED to attend a lesson meeting session TWO TIMES PER WEEK. CFI lab students are required to begin training no later than 45 days prior to the scheduled checkride. All students enrolled in a lab are required to follow this policy unless waiting on an evaluation event. Failure to do so will result in a failing grade for the semester.

INCOMPLETE STUDENTS

Incomplete students held to the same attendance criteria as assigned lab students. Incomplete students will be held to the same cancellation standards as lab students. The absences accrued by students while in a lab will carry forward if they go incomplete. Example: If a student has two absences when in a lab and goes incomplete, the student has only one more absence to use in the following semester.

ALL STUDENTS WHO COMMIT TO FLYING ARE HELD TO THE SAME ATTENDANCE POLICY ABOVE WHETHER THEY ARE A LAB STUDENT OR AN INCOMPLETE STUDENT. FOR EXAMPLE, IF YOU ARE AN INCOMPLETE STUDENT YOU ARE REQUIRED TO DO FOUR EVENTS PER WEEK. IF YOU DO NOT YOU WILL RECEIVE AN ABSENCE PER MISSED OCCURENCE.

ABSENCE DEFINITIONS

No Show Absence: A no show absence is charged if the student does not show up for a scheduled meeting.

Unprepared Absence: An unprepared absence is charged if the student does not show up PREPARED by the scheduled time of instruction. You may show up for the lesson, and if you are not prepared, you may still receive an unprepared absence (i.e., if your flight plan is not complete by the scheduled flight time).

Late Cancellation Absence: Students must notify instructors of cancellations at least 24 hours prior to scheduled flight or ground to avoid a late cancellation fee. If the cancellation falls within 24 hours of the flight or ground session, the student will be charged an absence AND a late cancellation fee.

ABSENCE POLICY

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy. If a lab student misses a scheduled lab period, they will be assessed an absence. If an incomplete student is absent from a scheduled time period, they will be assessed an absence. If a ground session or flight has been scheduled during the time the student is absent, regardless of whether the student is a lab student or an incomplete student, he / she will be charged as follows:

- First Absence: the student will be issued an absence and a \$50 charge will be assessed.
- Second and Third Absence: the student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate. (If a solo flight the instructor fee will be \$10.00)

STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THE FLIGHT PROGRAM IF THEY EXCEED THREE ABSENCES FOR ANY REASON.

Any combination of more than three absences may result in a student losing his / her flight lab slot or incomplete status, and possibly receiving a grade of “F” which would require re-enrollment in the lab in a later semester. Determination will be made by the Chief Instructor.

If a student anticipates that they will exceed three absences, that student needs to notify the Chief Instructor as soon as possible to discuss withdrawal from the lab in lieu of receiving a grade of “F”.

GRADING SCALE

Grades awarded for flight labs will either be an “A” if the student completes the lab, an “I” if the student has made consistent and satisfactory progress, yet has not completed the lab, or an “F”. A student may receive a grade of “F” for the following:

- 1) Exceeding any combination of three absences, no-shows, or cancellations.
- 2) Failing the FAA written test without passing a re-take prior to the established deadline.
- 3) Violating FARs or MTSU safety practices and procedures.

NOTE

**If a student receives a grade of “F” twice for the same lab, suspension or termination from the flight program may result. Student will need approval from the Department Chair to re-enter the flight program.*

SICK POLICY / ILLNESS CANCELLATION

Students MUST visit MTSU Health Services or medical professional to obtain a written statement and submit to the Chief or Assistant Chief for the absence to be waived.

I have reviewed and understand the MTSU attendance and grading policy. I will follow the policies.

Student Signature _____ Date _____

I have reviewed and understand the MTSU attendance and grading policy. I will enforce the policies.

Instructor Signature _____ Date _____

MTSU FLIGHT SCHOOL ATTENDANCE POLICY - (SUMMER)

This policy applies to students receiving flight instruction at MTSU

******* (READ BOTH SIDES CAREFULLY) *******

ATTENDANCE POLICY OVERVIEW

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The attendance policy sets reasonable limits to afford the student the best opportunity to finish the professional pilot program in the allotted time. It is understood that occasionally there will be unforeseen circumstances that hinder progress. Interruptions in training will be handled in a fair manner. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight school personnel.

LAB STUDENTS

Students in the Private, Instrument, Commercial or Multi-engine lab are REQUIRED to attend a lesson meeting session FIVE TIMES PER WEEK. These students are required to attempt an event (ground session, simulator session or aircraft flight) during each session starting the first week of the semester. Students in CFI, CFII, MEI, Cross-Country, Tailwheel, or Advanced Tailwheel lab are REQUIRED to attend a lesson meeting session TWO TIMES PER WEEK. CFI lab students are required to begin training no later than 45 days prior to the scheduled checkride. All students enrolled in a lab are required to follow this policy unless waiting on an evaluation event. Failure to do so will result in a failing grade for the semester.

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ALL STUDENTS WHO COMMIT TO FLYING ARE HELD TO THE SAME ATTENDANCE POLICY ABOVE WHETHER THEY ARE A LAB STUDENT OR AN INCOMPLETE STUDENT. FOR EXAMPLE, IF YOU ARE AN INCOMPLETE STUDENT YOU ARE REQUIRED TO DO FIVE EVENTS PER WEEK. IF YOU DO NOT YOU WILL RECEIVE AN ABSENCE PER MISSED OCCURENCE.

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- 2) Failing the FAA written test without passing a re-take prior to the established deadline.
- 3) Violating FARs or MTSU safety practices and procedures.

NOTE

**If a student receives a grade of “F” twice for the same lab, suspension or termination from the flight program may result. Student will need approval from the Department Chair to re-enter the flight program.*

SICK POLICY / ILLINESS CANCELLATION

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I have reviewed and understand the MTSU attendance and grading policy. I will follow the policies.

Student Signature _____ Date _____

I have reviewed and understand the MTSU attendance and grading policy. I will enforce the policies.

Instructor Signature _____ Date _____

STANDARD CONDITIONS OF AIRCRAFT USE

In relation to use of MTSU aircraft, I agree to the following conditions and/or charges:

1. I will return the aircraft at the agreed-upon-time, weather and maintenance issues permitting.
2. I agree to arrange for the return of the aircraft, at my expense, to Murfreesboro (KMBT), if forced to leave the aircraft elsewhere due to forecast and avoidable weather conditions.
3. I agree to call officials of Middle Tennessee State University (flight instructor or chief instructor) in the event of ANY delay, deviation, or any unexpected circumstances.
4. I agree to use this aircraft only for the flight(s) specified by the lesson(s) assigned or other approved MTSU flight activity.
5. I agree that no flight instruction will take place in this aircraft except by MTSU designated instructors.
6. I agree that this flight will be conducted under FAR part 61, part 141, and part 91 only.
7. I agree to the following safeguards:
 - a. To inspect the aircraft and not takeoff unless it is in an airworthy condition.
 - b. To observe ALL safety procedures outlined in the MTSU Safety Practices and Procedures.
 - c. To observe ALL federal, state, and local air safety regulations and practices.
 - d. To obtain timely weather reports and forecasts prior to every flight.
 - e. To land only at published airports with paved, hard surface runways that are adequate in length for the aircraft weight and balance limitations and weather conditions at the time of use. (This does not apply to tailwheel training).
 - f. To fly at the safest altitude that coincides with FAA regulations and restrictions for the maneuver or procedure to be accomplished.
 - g. To file an FAA Flight Plan with a Flight Service Station for all cross-country flights.
 - h. I will not take off when the wind velocity or crosswind component is expected to exceed published aircraft limitations.
8. I will not allow anyone else to fly the aircraft I have been assigned for my flight.
9. I agree that I may be required to pay for loss or damage to this aircraft due to my negligence as follows:
 - a. If solo, I am solely responsible for the cost of the damages.
 - b. If dual but not acting as PIC, my instructor is solely responsible for the cost of the damages.
 - c. If dual and acting as PIC, my instructor and I are equally responsible and will split the cost of the damages.
10. I agree that NO outside maintenance will be performed without prior MTSU approval.
11. I certify that I am proficiency current by regulations, have been checked out in the aircraft make and model by MTSU personnel, have a current Airman’s Medical Certificate, and have current pilot Information on file with MTSU.
12. I understand that any and all exceptions must be approved by the Chief Flight Instructor, Assistant Chief Flight Instructor or a person designated as approved by the Chief Flight Instructor.

Printed Name: _____

Date: _____

Signature: _____

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