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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:

<table>
<thead>
<tr>
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<th>Name</th>
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The Chief Instructor 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.

Flight Instructors are responsible for providing students with the training, guidance, and mentoring necessary to achieve the applicable pilot certification, and instilling the discipline necessary for ensuring that students conduct all flight operations to the highest level of safety possible. Throughout student’s flight education they are encouraged to speak with their flight instructor to answer any questions they may have, or resolve any issue. Students are encouraged to speak with the Chief Instructor to resolve any questions or issues that may arise with their flight instructor.

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) Flight Operations Program Manager
- Flight Lab Awards Flight Operations Program Manager
- Flight Safety Concerns, Safety Suggestions Chief Instructor
- Flight Account Questions/Funding Flight Operations Program Manager
- Grade, Final Course Grade Flight Operations Program Manager
- Grounding Chief Instructor
- Help! No One’s Listening Flight Operations Program Manager
- Instructor Assignment Assistant Program Manager
- Instructor Change Request Chief Instructor
- Registration Advisor
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 in an effort 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 located 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/1FAIpQLSerCsuI05QxT0XBWtDlyvcEMn_t8qpdz5qU1Xw5P_TmA75EPA/viewform

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

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.

EMERGENCY RESPONSE PLAN
Initial action instructions and contact list are posted by each entrance door of the Jean A Jack 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 Flight Education Center is responsible to assure all exterior doors are locked before leaving the premises.

RAMP SAFETY AND SECURITY
Most 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 to 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 that is 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.

LOST AND FOUND
A lost and found is located in the dispatch area. If you are missing an item, or find an item, check with dispatch, or turn it in to dispatch. Lost items will be stored in the cabinet in the Chief Instructor’s office. Items will be kept for 30 days.
POLICIES

NEW STUDENT AND RETURNING STUDENT ENROLLMENT
Before a student is allowed to 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. The instructor will provide the student with a TSA stamp endorsement. If the student has already been in a MTSU flight lab the instructor will obtain the TSA stamp in the one-year files which are located in the storage room of the flight school.

STANDARDIZED 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, is located 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 located in the MTSU Dispatch/Line Standardization manual and Safety Practices and Procedures manual.

FLIGHT LABS
Information related to the flight lab award process and requirements can be found in the MTSU Flight Lab Guide.

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.

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.

STUDENT TRAINING RECORDS
Student training records are located 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.
LESSON ACTIVITY DURATION
Students are required to show up 30 minutes prior to the scheduled booking. A flight will 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. This is to ensure the next flight crew has sufficient time to conduct a thorough pre-flight inspection.

SCHEDULE CHANGE
If a flight has been cancelled, the student and instructor should receive an automated email. If a student has to 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.

ABSENCES AND CANCELLATIONS
Documenting performance is a critical task for each flight instructor. Recording absences, whether for illness, lack of preparation, etc. is vital. If cancelled more than 24 hours in advance and the instructor can immediately reschedule, the student may cancel without receiving an absence. Whenever a student cancels an event that cannot be rescheduled (for a reason other than weather), the instructor must inform the student that they will receive an absence. Additionally, if the student does not meet the minimum meetings per week, absences must be given for the missing events.

All cancellations require a detailed explanation of the reason for the cancellation within FSP. For example, a weather cancel should include what caused the cancellation (i.e., winds over 20 knots, ceilings below 400’, etc.).

The instructor should document the notification of the absence in writing (via email, text, or other) to the student. Additionally, all absences are recorded in the training folder.

LESSON ACTIVITY CANCELLATION
All flight lessons must be cancelled by an MTSU Dispatcher. A student will not be penalized for a flight cancelled due to weather, or aircraft maintenance. Students will be penalized for a late cancellation, unprepared absence, or no show. Refer to the MTSU Attendance Policy for explanations on absences. Every effort should be made to make up any cancelled meetings.

ABSENCE LIMIT AND EXCEEDANCES PROCESS
If a student exceeds the limit of late cancellations, no shows, or unprepared absences, training will be suspended and a meeting with the Chief Flight Instructor will be required. The meeting will determine the student’s ability to proceed in the lab.

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.
**VACATION**
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.

**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.
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. In order 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 $300 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).

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

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 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.

FLIGHT READINESS SELF-EVALUATION (I’M 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.

REQUIRED MATERIALS
At the beginning of each flight lab, students receive a list of required materials. 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.
**REQUIRED EQUIPMENT**
The aircraft must have all of the 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.

**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.

**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 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. Upon return, return the fuel card for your identification card.

**DISPOSING OF CONTAMINATED FUEL**
If students notice contaminants (water, dirt, etc.) while they sump the fuel tanks, they should notify dispatch or their instructor. You must continue to sump the fuel until no trace of contaminants are visible.
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.

STUDENT DRESS CODE
Any students participating in flight lab activities are required to wear closed toed shoes. From May 1st to October 1st shorts may be worn, at all other times, pants are required.

REMOVAL FROM FLIGHT STATUS
The following situations may justify being removed from the flight schedule for a period of time:
   a) **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.
   b) **Financial** - When flight lab account balance falls below $300 minimum.
   c) **Flight Operations** - An involuntary grounding as a result 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.
   d) **TSA** - When you are unable to conduct your flight portion of the lab due to lack of documentation for a TSA stamp. In this instance, ground training may be conducted.
   e) **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.
   f) **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.
   g) **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.
   h) **Any Other Issues Identified by Management**

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

INCOMPLETE FLIGHT LABS
Students that 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 one additional semester to complete the course. The normal attendance policies apply. These students do not need to register again for the course in the subsequent semester. Additional funding is only required if the initial fees are exhausted. If a student does not complete the check ride/lab by the end of the second semester, the student will earn an “F” for the course.

Receiving an incomplete grade in a class could prevent your financial aid from processing for the next semester until the incomplete is updated to a grade. Please contact the MT One Stop as soon as your grade is changed to see if you need to submit additional paperwork for your financial aid to process.
FAILED FLIGHT LAB COURSES
Students that fail a flight lab course due to unsatisfactory performance on their written test(s) or insufficient progress (failure to complete within two semesters) will need to re-apply for the course in a subsequent semester. If the student failed due to unsatisfactory performance on their written test(s), the student will need to successfully pass these tests before being allowed to re-enroll.

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

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.
OPERATIONS

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 onboard the aircraft during the flight. A copy 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.

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.

SCHEDULING AND DISPATCH PROCEDURES
Flight Schedule Pro (FSP) does not require the manual publication of a schedule on a daily basis. Aircraft and ground reservations will be scheduled in accordance with the policy below.

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

- Students must have a positive balance of $300 to make a reservation
- 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.
- All grounds and flights must be scheduled
  - 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)
    - Stage check count towards total reservations.
    - Multiple lessons can be logged per reservation
- 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 – A 2-hour flight with an hour preflight discussion = 3-hour reservation with 1-hour preflight time
  - Ensure dispatcher includes 0.5 mandatory paperwork per/post beyond and ground discussion time (1.5 total)
  - Adding 15 minutes for the pre and post will result in the aircraft being available sooner for scheduling

- Reservations must be cancelled more than 24 hours in advance (unless wx, maintenance, or illness) or the student will be charged a no-show

- Flights cannot be changed to grounds (unless weather). Inadequate preparation for a flight should result in a no-show not a ground discussion.

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.

**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 PRIORITITY aircraft

**BUMPED BOOKINGS SHOULD BE A COMBINED EFFORT BETWEEN INSTRUCTORS AND DISPATCHERS**
**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** 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;**

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

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.

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 ensuring obstacle clearance at all times. 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.
DEPARTURES AND ARRIVALS
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.

When a practice circling approach is being conducted to the departure end of the runway in use, flight crews are to begin the circling procedure before reaching pattern altitude. This is to ensure safety of departing traffic. Departing off of a left crosswind in the path of 45 traffic is prohibited.

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. The dispatch personnel will then stay to verify the flight crew’s safe arrival. Don’t cancel the flight plan until on the ground.

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.

AIRCRAFT HANDLING
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.

AIRCRAFT PARKING AND SECURING
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. The last flight of the day must install the proper airplane cover and intake plugs. 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.

**COLD WEATHER OPERATIONS**
Any time the ambient temperature falls below 40°F the aircraft must be preheated. Preheaters must be operated by MTSU CFIs or MTSU Dispatch personnel (if available). 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.

**SOLO FLIGHT ACTIVITIES**
Land and Hold Short Operations, and Special VFR Operations shall never be conducted while soloing an MTSU aircraft.

**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 is 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.

**NIGHT OPERATIONS IN AIRCRAFT**
A flight crew must adhere to FAA regulations concerning external aircraft lighting when operating at night. For other flight crew’s benefit, refrain from using strobe lights while on the ground unless on the runway side of the hold short lines.
**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.

**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.

**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 is in need of 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.

**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 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 located in the fuel truck.

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.

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.

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.

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.
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.

VISITING THE FLEET MAINTENANCE HANGAR
Students are encouraged to visit the MTSU Maintenance Hangar. An MTSU CFI must accompany students while visiting.

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.

MEDICAL EMERGENCIES
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.

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.

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.

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.

GARMIN G1000 FAILURES (SIMULATED)
Do not pull circuit breakers in order to induce simulated G1000 failures. Instead use static cling stickers, or other view limiting devices.

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

**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.

**RESTRICTIONS PERTAINING TO PORTABLE ELECTRONIC DEVICES**
- Any and 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.

**SPIN RESTRICTIONS**
Intentional spins are only to be conducted in the DA-20 for the CFI Flight Lab, spin flight lesson.
RESTRICTIONS SPECIFIC TO ALL AIRCRAFT

• No person shall board or exit MTSU aircraft while its engine(s) and propeller(s) are turning.

• 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).

• 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.

• No MTSU aircraft may be refueled while its engine(s) and propeller(s) are turning.

• 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.

• 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.
RESTRICTIONS SPECIFIC TO PIPER SEMINOLE AIRCRAFT

A. Simulated Engine Out Scenarios:
   a. During the takeoff run: MEIs will use the mixture control to simulate an engine failure and only below 50% \( V_{MC} \). This will ensure maximum control of aircraft power by the MEI. Any hesitation by the student in reducing power on the operating engine or any loss of directional control is cause for the MEI to reduce the mixture control on the operating engine to idle cut-off in order to ensure that the aircraft remains on the runway.
   b. Immediately after takeoff: No simulated engine failures may be conducted below 500 feet AGL.
   c. 500 feet AGL to 5,000 feet AGL: Only the throttle may be used to simulate engine failure. No actual feathering is allowed, only a zero-thrust configuration. Exception: The instructor has the option to use the mixture when simulating a single-engine approach provided it is initiated and a zero-thrust configuration is established prior to 2,000 feet AGL.
   d. Above 5,000 feet AGL and within 10 miles of an approved airport: The throttle or mixture may be used to simulate an engine failure. The fuel selector is not to be used unless approved by the Chief Instructor or the Assistant Chief Instructor. The simulated inoperative engine may be feathered, but only when the engine’s mixture control has been placed in the idle cut-off position and after the MEI is assured that the aircraft can return to an approved airport in the event the engine does not come back online. All restarts are to be conducted at or above 4,000 feet AGL. Never should the feathering procedure be initiated while the cylinders are producing any power.
   e. No simulated single-engine go-around is to initiate below 3,000 ft. AGL.

B. \( V_{MC} \) Demo: must be conducted at or above 5,000 feet AGL.

C. Drag Demo: must be concluded no lower than 3,000 feet AGL

D. No solo flights are authorized without prior approval from the Chief Instructor.

E. No night flights are authorized without prior approval from the Chief Instructor or Assistant Chief Instructor.

F. Although touch and go landings are permitted at KMBT, it is preferred that they are performed at the longest runway available. KMQY has more than double the length of KMBT which allows for a greater margin of safety.

G. 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.

H. All students and CFIs must be familiar with emergency gear extension prior to acting as PIC in the Piper Seminole aircraft.

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.
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 binder 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.

EOC: After the last lesson prior to an 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 email 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. 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: An instructor may schedule an FAA Practical after the EOC has been completed. Do not schedule the practical test before EOC completion. Part 61 labs are the only labs that may schedule practical tests at the beginning of the semester.

Once 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.
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 what the failure is for). 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.
MTSU FLIGHT SCHOOL ATTENDANCE POLICY

*** (SPRING/FALL) ***

This policy applies to all students receiving flight instruction at MTSU

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

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.” In order to remain in good standing a student must maintain a 2.50 GPA, have an appropriate current medical, and maintain enough money in their flight account to complete their flight course. Consistent and satisfactory progress in flight training is defined as meeting the lab attendance policy as defined below, not routinely canceling scheduled flights, being prepared for ground or flight training sessions, and following all FAA and MTSU rules, policies, and procedures.

(Note: Effective with the Fall 2020 catalog, students must have a college cumulative grade point average of 3.00 and students will be required to have 12 hours of college credit post high school graduation to be eligible for a flight lab.)

The attendance policy below sets reasonable limits in order 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

If a student is in a lab they are REQUIRED to be at the flight school FOUR TIMES PER WEEK. The student will be required to complete an event (ground session, simulator session or aircraft flight) during each session. All students enrolled in all labs are to follow this policy. Failure to do so will result in an F grade for the semester.

Incomplete students

Incomplete students from a previous lab are held to the same attendance criteria and cancellation standards as assigned lab students (four meetings per week). The absences accrued by students while in a lab will carry forward if they are incomplete. For example: If a student has two absences when in a lab and is then flying as an incomplete student the following semester, the student has only one more absence to use in that following semester. Incomplete students who fail to comply with the attendance policy will receive an “F” for the course.

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy indicated below:

DEFINITIONS

No Show: A student does not show up for a scheduled meeting with their flight instructor. An absence will be recorded.

Unprepared Absence: A student arrives unprepared for the flight or ground session that is scheduled to be conducted (i.e., if a flight plan is not complete by the scheduled flight time, or if assigned homework has not been completed). An absence will be recorded. An Unprepared Absence will also be recorded if the student is late for the scheduled time of instruction, unless there is a valid excuse.

Late Cancellation: A student does not notify their instructor of a necessary cancellation at least 24 hours prior to the scheduled flight or ground session. In this case, the student will have an absence recorded AND be charged a late cancellation fee.

Cancellation due to Illness: A student MUST visit MTSU Health Services or a medical professional and obtain a written statement and submit this to the Chief or Assistant Chief in order for an absence to be waived for medical reasons.
CHARGES FOR ATTENDANCE POLICY INFRACTIONS

Students will be charged the fees indicated below associated with absences/cancellations:

First no show / unprepared absence / late cancellation: the student will be issued an absence and a $50 charge will be assessed.

Second and third instances: 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 UNEXCUSED ABSENCES / CANCELLATIONS FOR ANY REASON. Any combination of more than three absences will result in a student losing his / her flight lab slot or incomplete status, and receiving a grade of “F.” This will require re-enrollment in the lab in a later semester. If a student anticipates that they will exceed three absences / cancellations, 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 check ride/lab, an “I” if the student has made consistent and satisfactory progress yet has not completed the check ride/lab, or an “F”. If a student does not complete the check ride/lab by the end of the second semester, the student will earn an “F” for the course.

A student will 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 end of the semester.
3) Violating FARs or MTSU safety practices and procedures.

If, prior to completing each stage check specified in the Training Course Outline, a student exceeds 125% of the planned curriculum hours, they will be referred to the Chief Instructor for a meeting to determine how to resolve their difficulties in training. After that meeting, if the student exceeds 150% of the planned curriculum hours before completing the relevant stage check, training will be suspended at that time until the student meets with an Aerospace Department Flight Evaluation Board to determine further action if needed. If the student is terminated from flight training and receives an “F” for the course in which they are enrolled, an appeal with additional justification may be made to the Aerospace Department Flight Evaluation Board.

*If a student receives a grade of “F” twice for the same lab, suspension or termination from the flight program may result.

I have reviewed and understand the MTSU attendance and grading policy.

I will follow the policies.

Student Signature ___________________________ Date ___________
MTSU FLIGHT SCHOOL ATTENDANCE POLICY

This policy applies to all students receiving flight instruction at MTSU

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

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.” In order to remain in good standing a student must maintain a 2.50 GPA, have an appropriate current medical, and maintain enough money in their flight account to complete their flight course. Consistent and satisfactory progress in flight training is defined as meeting the lab attendance policy as defined below, not routinely canceling scheduled flights, being prepared for ground or flight training sessions, and following all FAA and MTSU rules, policies, and procedures

(Note: Effective with the Fall 2020 catalog, students must have a college cumulative grade point average of 3.00 and students will be required to have 12 hours of college credit post high school graduation to be eligible for a flight lab.)

The attendance policy below sets reasonable limits in order 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
If a student is in a lab they are REQUIRED to be at the flight school FIVE TIMES PER WEEK. The student will be required to complete an event (ground session, simulator session or aircraft flight) during each session. All students enrolled in all labs are to follow this policy. Failure to do so will result in an F grade for the semester.

Incomplete students
Incomplete students from a previous lab are held to the same attendance criteria and cancellation standards as assigned lab students (five meetings per week). The absences accrued by students while in a lab will carry forward if they are incomplete. For example: If a student has two absences when in a lab and is then flying as an incomplete student the following semester, the student has only one more absence to use in that following semester. Incomplete students who fail to comply with the attendance policy will receive an “F” for the course.

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy indicated below:

DEFINITIONS

No Show: A student does not show up for a scheduled meeting with their flight instructor. An absence will be recorded.

Unprepared Absence: A student arrives unprepared for the flight or ground session that is scheduled to be conducted (i.e., if a flight plan is not complete by the scheduled flight time, or if assigned homework has not been completed). An absence will be recorded. An Unprepared Absence will also be recorded if the student is late for the scheduled time of instruction, unless there is a valid excuse.

Late cancellation: A students does not notify their instructor of a necessary cancellation at least 24 hours prior to the scheduled flight or ground session. In this case, the student will have an absence recorded AND be charged a late cancellation fee.

Cancellation due to illness: A student MUST visit MTSU Health Services or a medical professional and obtain a written statement and submit this to the Chief or Assistant Chief in order for an absence to be waived for medical reasons.
CHARSES FOR ATTENDANCE POLICY INFRACTIONS

Students will be charged the fees indicated below associated with absences/cancellations:

First no show / unprepared absence / late cancellation: the student will be issued an absence and a $50 charge will be assessed.

Second and third instances: 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 UNEXCUSED ABSENCES / CANCELLATIONS FOR ANY REASON. Any combination of more than three absences will result in a student losing his / her flight lab slot or incomplete status, and receiving a grade of “F.” This will require re-enrollment in the lab in a later semester. If a student anticipates that they will exceed three absences / cancellations, 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 check ride/lab, an “I” if the student has made consistent and satisfactory progress yet has not completed the check ride/lab, or an “F”. If a student does not complete the check ride/lab by the end of the second semester, the student will earn an “F” for the course.

A student will 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 end of the semester.
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If, prior to completing each stage check specified in the Training Course Outline, a student exceeds 125% of the planned curriculum hours, they will be referred to the Chief Instructor for a meeting to determine how to resolve their difficulties in training. After that meeting, if the student exceeds 150% of the planned curriculum hours before completing the relevant stage check, training will be suspended at that time until the student meets with an Aerospace Department Flight Evaluation Board to determine further action if needed. If the student is terminated from flight training and receives an “F” for the course in which they are enrolled, an appeal with additional justification may be made to the Aerospace Department Flight Evaluation Board.

*If a student receives a grade of “F” twice for the same lab, suspension or termination from the flight program may result.

I have reviewed and understand the MTSU attendance and grading policy.

I will follow the policies.

Student 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.
   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 particular 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 particular 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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