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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>
<th>Title</th>
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</tr>
</tbody>
</table>

The Chief Instructor is responsible for overseeing your progress and working with your flight instructor to ensure that you are making satisfactory progress in your course, and assisting your flight instructor in resolving any issues that may be encountered.

Your Flight Instructor is responsible for providing you with the training, guidance, and mentoring necessary to achieve the pilot certification you seek, and instilling the discipline necessary for ensuring that you conduct all flight operations to the highest level of safety possible. Throughout your flight education you are encouraged to speak with your flight instructor to answer any questions you may have, or resolve any issue. If your flight instructor is not able to assist you to your satisfaction, you are encouraged to speak with the Chief Instructor to resolve your question or issue.

WHERE TO GO FOR HELP OR ACTION

The following is provided to assist you in the event you are unsure of who to see or where to go to address a question, issue, or concern you 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 manager’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 Manager’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.

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 in the appendices of this binder, and/or the MTSU Employee Safety Handbook centrally located in the dispatch area behind the dispatch manager’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 manager’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 your 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 persons 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 records 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 TRAINING
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.

All student training records are located in the training records room in the Jean A Jack Flight Training Center. Records access is limited to the individual student, MTSU CFIs, MTSU administrative personnel, FAA inspectors and TSA inspectors.

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.
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

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 Undergrad Catalog for details). These students will have one additional semester to complete the course. The normal attendance policies apply. If a student does not complete the course by the end of the second semester, the student’s grade will be changed to 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 reapply 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.
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 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.

STANDARD DISPATCH PROCEDURES
Prior to any flight, dispatch must receive a completed invoice form. The dispatcher or an MTSU CFI must review all invoice 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, dispatch, CFI or anyone designated in writing by the Chief Instructor, who knows as to the whereabouts of the particular flight. 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.

Students flying solo after normal business hours might not have access to the Flight Education Center. In this case, the aircraft shall be tied down, the aircraft keys placed in the clipboard, the clipboard placed behind the rear seat in the aircraft, and the aircraft covered for the evening. The student must vacate the airport via the terminal gate.

The Hobbs meter and tachometer time must be checked against the aircraft’s clipboard 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 clipboard. All pilots must also check the aircraft status information board and the tachometer time prior to flight for compliance with FAA-mandated and MTSU inspections.

Upon completion of a flight under normal circumstances return the keys, clipboard, and invoice 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 syllabus and must return it to the records storage area. If the student’s CFI is not available after a solo flight, the student should locate another CFI, if possible, to ensure timely entries into the student’s syllabus. The student may not independently enter any information into the syllabus.
**AIRCRAFT DISCREPANCIES**  
Refer to MTSU Safety Practices and Procedures.

**AIRCRAFT TIE-DOWNS**  
Each MTSU aircraft has an assigned tie down area appropriately marked. Individual tie down spots have a rope for the tail and one rope for each wing to be tied down. All aircraft will be tied down after each flight. The pilot / crew should assure that the nose wheel of the aircraft is straight as the aircraft is tied down.

**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.

**RESTRICTIONS SPECIFIC TO ALL AIRCRAFT**
- No person 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.
- The line shed shall 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.
COLD WEATHER OPERATIONS

- Aircraft that have not flown in the hour preceding an intended flight should be preheated if the ambient air temperature is at or below 40°F. The flight instructor will be present during all preheating operations. The aircraft will be de-iced as needed by line services or the flight instructor.

SOLO NIGHT FLIGHTS

In order to solo a DA-40 at night, you must hold a private pilot certificate with an instrument rating. Pre-private pilots are not allowed to solo at night.

When soloing a DA-40 for the private pilot lab you:

1) May not depart in the morning before the official sunrise or before dispatch opens
2) Must return to KMBT and land no later than the official sunset.
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% Vmc. 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. Vmc 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 CFI’s must be familiar with emergency gear extension prior to acting as PIC in the Piper Seminole aircraft.
**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, notify maintenance personnel by phone or, as a last resort, write a note to place in the aircraft clipboard along with the initial aircraft discrepancy sheet.
STAGE/STRAND CHECK, END OF COURSE, AND FAA CHECK RIDE:

1) **Stage/Strand Check:** After the student successfully completes all lessons within a stage or strand of the appropriate syllabus, the instructor will submit the student for the stage/strand check. 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.

2) **End of Course:** After the student has completed all lessons and stage/strand checks for the syllabus, the student will be submitted for the end of course check. All pre-requisites must be met, including the FAA written test with a minimum score of 70. A reconciliation sheet will be completed by the instructor prior to an EOC instructor being assigned.

3) **FAA Check Ride:**
   a. Students may not schedule their own check ride.
   b. The check ride for a Part 141 lab may not be scheduled prior to the completion of the End of Course (the only exception shall be CFI initial).
   c. After the EOC is completed, the CFI needs to ensure that:
      i. the Practical Test Check list has been completed,
      ii. a final record review is completed by management,
      iii. the graduation certificate is signed by the appropriate chief instructor,
      iv. 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. If it has been more than 60 days, another EOC must be completed by the student.

d. 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.

4) **Post Check Ride:**
   a. If **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 the student binder and all documents into the records manager with the form paper clipped to the front page.
   b. If **failed:** Place a copy of why the student failed the check ride (Notice of Disapproval) in the Chief Flight Instructors door box. Arrange for additional training and re-endorse for another check ride.
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 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.
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 lab, an “I” if the student has made consistent and satisfactory progress yet has not completed the lab, or an “F”.

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, the student will be terminated from flight training and receive a “F” for the course in which they are enrolled. An appeal may be made to the Aerospace Department Flight Evaluation Board, but permission to continue will be highly unlikely.

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

***SUMMER***

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.

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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 lab, an “I” if the student has made consistent and satisfactory progress yet has not completed the lab, or an “F”.

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, the student will be terminated from flight training and receive a “F” for the course in which they are enrolled. An appeal may be made to the Aerospace Department Flight Evaluation Board, but permission to continue will be highly unlikely.

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

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

I will follow the policies.

Student Signature _______________________________________ Date ___________