



**OKLAHOMA STATE UNIVERSITY**  
**COLLEGE OF EDUCATION AND HUMAN SCIENCES**

**SOP**

**OSU Flight Center**  
**Standard Operating Procedures (SOP)**  
**& Student Information Manual**

FAA Approved School Number: GH8S164Q

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## CHANGE LOG

Revision Date	Revised Pages	Description of Revision
July 25 <sup>th</sup> , 2023	5-6	Enrollment
	6	Incomplete Flight Labs
	9	Advanced Standing Credit
	10	Private Pilot Refresher Course
	10	Part 61 Training
	12	Negative Account Balance Remediation by Following Day
	21	General Policy 5 EOC Limitation
	28	Prohibited Airports

## PREFACE

Welcome to the Oklahoma State University Aviation Program. Everyone involved with the Professional Pilot program at OSU is dedicated to making flight training an enjoyable and rewarding experience and will assist you in every way possible.

Our goal is to develop professional, safety conscious pilots. To that end, this handbook outlines policies, procedures and other need-to-know information to ensure the highest level of safety, efficiency and effectiveness.

It is the responsibility of each student to become familiar with all policies and procedures contained in this handbook, including the safety procedures related to the operation of OSU aircraft. Your flight instructor will review these policies with you prior to your solo operations of any OSU aircraft to assure complete understanding.

The policies and procedures contained in this manual are very important to the efficiency and safe operation of the flight training program at Oklahoma State University. The OSU aviation program has experienced unprecedented growth in recent years and many new rules and policies have evolved. This manual should be thoroughly read and understood, and a copy is required to be in students' possession during ALL flight operations.

You, the student, remain the most important asset of the OSU Professional Pilot program and our goal is to assure that you get the best instruction possible. If you have any questions, comments or concerns relating to these policies or any other factor in your flight training, please do not hesitate to contact your Flight Instructor, Assistant Chief Flight Instructor, Chief Flight Instructor or Aviation Program Manager.

Happy Flying!

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# FLIGHT SCHEDULING & ATTENDANCE

## SCHEDULING AND SATISFACTORY PROGRESS

Flight times will be determined by matching student, airplane, and instructor availabilities. All students will submit an availability form when prompted by scheduler, normally once per semester. Students paired with an instructor will be placed on a Master Schedule which will auto-populate on the OSU Flight Center scheduling program. Students on the Master Schedule must comply with SATISFACTORY PROGRESS REQUIREMENTS, which will include **3 TRAINING EVENTS** per week unless specifically exempt. A week will be defined as a Monday through the following Saturday. A **TRAINING EVENT** may be a flight or a “ground” session (1-on-1 tutoring session with instructor). **Students who consistently fail to meet satisfactory progress requirements may be replaced on the master schedule by a student from the wait list** (see below), and may be subject to Flight Review (APPENDIX G).

If a student is medically, administratively, or otherwise prevented from meeting satisfactory progress requirements, the Manager, Chief, or Assistant Chief Flight Instructor must be consulted. All due consideration will be given for student hardships.

## ENROLLMENT

Course completion is very important to University administration. Students should plan to complete flight labs **DURING THE SEMESTER OF ENROLLMENT** and will not be allowed to enroll in a subsequent lab until the enrolled course is complete. The chart below shows the approximate number of hours a student must commit to training to complete a flight lab in one semester.

COURSE	DUAL HOURS	SOLO HOURS	GROUND	HOURS/WEEK TO COMPLETE
Private 1 (AVED 1222)	24.5	.5	14	2.3
Private 2 (AVED 1232)	29.4	5.6	16	3
Instrument (AVED 2133)	55	0	30	5
Intermediate (AVED 2122)	21.7	3.3	3 (Approx.)	1.7
Maneuvers (AVED 2142)	19.1	5.9	3 (Approx.)	1.7
Multiengine (AVED 3341)	15	10 (Acting PIC)	10 (Approx.)	2
CFI (AVED 4232)	25	0	20 (Approx.)	2.6

The following courses will be complete upon successful completion of the final Stage Check:

Instrument (AVED 2130-1, 2 OR 3)  
Intermediate (AVED 2122)  
Maneuvers (AVED 2142)

The following courses will be complete upon successful completion of FAA Practical Test:

Private 2 (AVED 1232)  
Instrument 3 (AVED 2131-3)  
Multiengine (AVED 3341)  
CFI (AVED 4232)

Private 1 (AVED 1222) is complete upon completion of first solo flight (Flight Lesson 19).

Like all classes, flight lab enrollment will comply with OSU enrollment policy, which will require enrolling during open enrollment window and before the nonrestrictive drop/add deadline, usually the second Monday of class. Refer to OSU Academic Calendar for specific date. Additionally, students may be prohibited from enrolling in a flight lab if a wait list (see below) prevents a student from reasonably finishing a course during the semester.

### **INCOMPLETE FLIGHT LABS**

If a flight lab is not completed during the semester of enrollment, the student will be assigned a grad of I (Incomplete) with an accompanying default grade. The default grade will normally be F, though for flight labs with multiple graded events, other default grades may be assigned as per university policy ([https://registrar.okstate.edu/faqs/incomplete\\_grade\\_policy\\_students\\_faqs.html#1](https://registrar.okstate.edu/faqs/incomplete_grade_policy_students_faqs.html#1)). The default grade will become the permanent grade one year after the completion of the semester of enrollment if the course remains unfinished. During the one year grace period, only the “I” will appear on the student’s transcript and will not affect GPA. The default grade, once permanent, will appear on the student’s transcript and will affect GPA like any permanent grade. If a Flight Lab grade defaults to an F, successful completion of the lab will require re-enrolling in the lab and completion of all course content.

### **WAIT LIST**

When enrollment exceeds course capacity, students may be placed on a wait list pending an opening on the Master Schedule. Enrolled students will move from the wait list to the Master Schedule as vacancies are created by course completions or terminations. Once determined, a student’s sequence on a wait list will be fixed (students will not “jump” other students). A new student’s first-semester wait list position will be determined by (1) nearness to graduation (2) priority below returning students who have begun the course during a previous semester, and (3) if no other differentiators, date of admission. For all subsequent courses, matriculating students will be sequentially assigned a fixed position on the next-course wait list immediately upon eligibility.

### **CANCELLATION & NO-SHOW**

Unlike most OSU classes, flights must sometimes be cancelled due to weather, maintenance issues, no airplane available, etc. However, students should remember that enrollment in a flight lab represents enrollment in an academic course with contact time requirements and consequences for absence. In the event of a cancelled flight, a ground training event should be substituted - **students should expect to attend all scheduled training events**. Students must also understand that scheduling a flight represents a commitment of expensive, high-demand resources. Therefore, a training event cancelled for student absence will be considered a NO-SHOW and entered in training records accordingly. Additionally, a **\$100 NO-SHOW FEE** will be assessed if a student does not provide 48 hours of notice of an anticipated non-emergency cancellation. Students issued a NO-SHOW will have one week after the missed training event to appeal the NO-SHOW penalty, though the training records will still reflect the student absence. Training records may also record documentation of mitigating circumstances, such as verification of illness (e.g. written physician's note).

The process for appealing the NO-SHOW penalty will be to meet with the Program Manager within one week of the missed event to explain the NO-SHOW. At the discretion of the Program Manager, or Chief or Assistant Chief Flight Instructor, a NO-SHOW fee may be waived, particularly in the event of an emergency or other extenuating circumstance. Flights that cannot proceed due to **weather, airplane down for maintenance, or airplane unavailable** do not constitute a NO-SHOW or a cancellation, and a ground training event, such as a "ground" (tutoring) or simulator session should be substituted. Again, **students should expect to attend all scheduled training events**.

Upon the student's 3rd unexcused NO-SHOW in any one semester, the student may be removed from flying status, placed at the bottom of the respective wait list, and replaced on the Master Schedule by a student from the wait list.

## **FLIGHT/CLASS CONFLICT**

Students should NOT schedule flights that conflict with other classes or academic events. Missing a class due to an improperly schedule or prolonged flight, either intentionally or unintentionally, will be considered an unexcused absence.

## **ADMINISTRATIVE CANCELLATIONS**

OSU will make every attempt to accommodate all scheduled lessons. However, there may be times when this is not possible. In the event that a flight must be administratively cancelled (e.g. airplane down for maintenance, needed for a checkride, etc.) the OSU Flight Center will make a good-faith attempt to inform the student so that a ground training event may be substituted and prepared for. Students are urged to monitor the online schedule for current flight status.

## **GRADES**

Grade assignments for the following courses will be determined as indicated:

#### **AVED 1210 Private Flight Lab (1 Credit Hour)**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check	100%

#### **AVED 1220 Private Flight Lab (1 Credit Hour)**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check	100%

#### **AVED 1232 Private Flight Lab II**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check 1	25%
Stage Check 2	25%
Stage Check 3/End-Of-Course	25%
FAA Private Pilot Knowledge Exam**	25%

#### **AVED 2130 Instrument Flight Lab (1 Credit Hour)**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check	100%

#### **AVED 2133 Instrument Flight Lab**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check 1	25%
Stage Check 2	25%
Stage Check 3/End-Of-Course	25%
FAA Private Pilot Knowledge Exam**	25%

#### **AVED 2122 Intermediate Flight Lab**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check	100%

#### **AVED 2142 Commercial Maneuvers Flight Lab**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check	100%

#### **AVED 3341 Multiengine Flight Lab**

<b>GRADED EVENT*</b>	<b>GRADE WEIGHT</b>
Stage Check	50%
FAA Commercial Pilot Knowledge Exam**	50%

\*Letter grades (A-F) with corresponding numeric scores will be assigned for each task of Stage and End-Of-Course flight tests in courses noted above. Each Stage/EOC test grade shall be the average of all task grades. Final course grades shall be the average of the Stage/EOC tests and Knowledge Exams noted above and weighted as indicated. The resulting numeric average shall be assigned a letter grade based on the following grade scale:



90-100%.....A  
80-89%.....B  
70-78%.....C  
60-69%.....D  
0-59%.....F

**\*\*Knowledge Exams** taken more than once shall have each attempt averaged into final grade at equal weight.

Grade assignments for the following courses will be determined as indicated in accompanying table:

AVED 1222 Private Flight Lab I  
AVED 4232 Flight Instructor Flight Lab  
AVED 4331 Flight Instructor Instrument Flight Lab  
AVED 4771 Flight Instructor Multiengine Flight Lab

0 or 1 stage or EOC test failures and less than 2 NOSHOWS.	A
2 stage or EOC tests failed and less than 3 NOSHOWS.	B (Maximum)
3 or more stage and/or EOC tests failed and less than 3 NOSHOWS.	C (Maximum)

## CREDIT FOR PREVIOUS TRAINING

Academic or flight hour credit may be awarded to incoming students with prior flight experience. Academic credit may be awarded upon successful completion of the **Advanced Stand Credit Exam**. Flight hour credit may be awarded as per 14 CFR 141.77. Both processes are described below.

### ADVANCED STANDING CREDIT

Students who have **COMPLETED** Private Pilot Certification before attending OSU are eligible for academic credit to be awarded directly to transcript. The credit is awarded through the ADVANCED STANDING EXAMINATION process, which involves a written examination over course-specific material. The Advanced Standing Credit exam will be offered on the day of the **Fall All-Hands Meeting**, usually during the second week of Fall semester. To apply for exam, applicants must submit copies of airman and medical certificates to administration at the OSU Flight Center, who will confirm eligibility and add applicant to exam roster. Applicants who successfully pass the Private Pilot ASC Exam will receive credit for AVED 1114, AVED 1222, and AVED 1232 for a total of 8 credit hours. Applicants who fail the ASC exam will receive no credit, though the exam may be retaken with approval from the Program Manager or Chief Flight Instructor. Credit earned through the Advanced Standing Examination process will be added to the successful applicant's transcript upon completion of at least one flight lab in residence at OSU. Note that Advanced

Standing Credit may not meet the FAA's requirement to "complete recognized coursework" (14 CFR 61.160 b) as it relates to Restricted ATP eligibility. The flight hour requirements for R-ATP eligibility may be more for students receiving Advanced Standing Credit than for students who receive credit through traditional course completion. See Lance Fortney for details.

## FLIGHT HOUR CREDIT

For students who begin at OSU with some Private Pilot training already completed may receive credit towards completion of the OSU Private Pilot Certification Course. Credited pre-OSU flight time must comply with 14 CFR FAR 141.77 (c), which will include a written test and flight test, and certifying records (both flight and ground) from the school from which the training was received. Credited flight time may not exceed the limits of 14 CFR 141.77 (c) (1-4).

## PRIVATE PILOT REFRESHER COURSE

Students who complete Private Pilot certification before beginning at OSU and who have not accumulated 60 hours of flight TRAINING may be required to complete the Private Pilot Refresher Course. This course is designed to ensure a foundation of automation and training quality that is equivalent to OSU Private Pilot Certification course graduates. The 20 hour Private Pilot Refresher course counts towards the cumulative 190 flight hours required for Commercial Pilot Certification.

## PART 61 TRAINING

Most flight training at OSU is conducted under 14CFR Part 141, and **ALL** students will **BEGIN** training at OSU under Part 141. Since Part 141 requires schools to maintain a high written/practical exam pass rate, some students in the **Private Pilot Certification Course** may be required to train under Part 61. Students training under Part 61 will use the same curriculum as 141 students, although flight lesson 38 (solo cross country) may be repeated and slightly modified to meet Part 61 time and mileage requirements. A student's 141 status will be changed to 61 when either of the following conditions are met:

- Failure of the Private Pilot Airman Knowledge Exam.
- Third failure of any combination of Stage, Flight Review, or End-Of-Course flight test.

Part 61 students will resume Part 141 status upon matriculation into the Instrument rating course (AVED 2133). Part 61 training in the Private Pilot course will not affect R-ATP eligibility.

## COURSE TERMINATION/TRANSFER

OSU flight students who terminate training or transfer to a different school must notify the Chief or Assistant Chief Flight Instructor in writing, and should specify the school to which transferring and/or reasons for terminating. Course records will be transferred to the new school upon receipt of the request. Additionally, students terminating a course must

complete an exit interview with the Program Manager or Chief Flight Instructor. This exit interview will address important course completion requirements and FAA flight test eligibility.

## RESIDENCY REQUIREMENTS

Minimum course requirements for the Professional Pilot option include: Private Pilot, Instrument Rating, Commercial Pilot Multi and Single-Engine, and Certified Flight Instructor. For students transferring into the OSU Professional Pilot program with previous training, a minimum of one flight course, AVED 4232 Flight Instructor Flight Lab, must be completed in residence at OSU to be eligible for the Aerospace Administration and Operations degree with Professional Pilot option. Additionally, all students must meet an OSU residency requirement of 30 credit hours. See Oklahoma State University academic regulations for details.

## DISPATCH PROCEDURES

The dispatcher has the authority to “hold” a flight pending review by the Chief or Assistant Chief Flight Instructors. Required inspection times published in the dispatch binder must be reviewed before all flights. It is the shared responsibility of the student, instructor, and dispatcher to verify that the tach and Hobbs times displayed in the dispatch/records software are the actual times on the aircraft. If there is a discrepancy between the displayed times and the actual times noted before the flight, it should be reported to the dispatcher immediately. It is the responsibility of dispatcher, instructor, and student to assure that all inspections have been accomplished and that all the necessary documents are in the aircraft in accordance with the applicable regulations. In the event that required documents are missing, the aircraft will not be flown until the documents are replaced.

Upon completion of the flight, the student and/or instructor will record all required information on the operations record. The student will then return the dispatch binder, with keys and miscellanea, to the dispatcher for billing. The dispatch binder must be returned to the dispatcher after each flight, as the aircraft may not be re-dispatched until it has been ramped in. In the event that a flight does not take place, either due to mechanical deficiency or other reasons, the student will not be billed for the flight time accrued on the Hobbs meter IF NO TAKEOFF IS CONDUCTED. In the event a flight is cancelled or terminated after takeoff, the student will be financially responsible for any “flight” time accrued on the Hobbs meter.

## FLIGHT ACCOUNT

Upon enrollment in the flight training program, the student is required to make an initial minimum deposit of \$1,000.00 into the **student's flight account**, which will be managed through the Flight Center scheduling/records system (Talon ETA). Deposits are not accepted at the OSU Flight Center and must be made at: [https://secure.touchnet.com/C20271\\_ustores/web/store\\_main.jsp?STOREID=111](https://secure.touchnet.com/C20271_ustores/web/store_main.jsp?STOREID=111). Note

that online deposits are transferred to student accounts at 10:00 a.m. and 4:00p.m. M-F. Students should plan accordingly for weekend or late flights, as funds may not be available in Flight Center account for up to 48 hours. Flight costs may NOT be charged to student Bursar account.

A student flight account balance of \$300 is required for dispatch. In the event a cross country flight or other event exceeds \$300 and produces a negative balance, students must add funds sufficient to produce a positive balance by close of business on the following day. Flight account balances are available online, and should be monitored by students.

Withdrawal of funds from the student account will not be authorized except in the following situations:

1. Completion of training.
2. Withdrawal of all funds (no partial withdrawals).

Should a student withdraw all funds from their flight account, another \$1000.00 deposit will be required to resume flight training. It is the student's responsibility to make a request for withdrawal of funds upon completion of training.

# SAFETY POLICIES

## 1. Requirements for Instructor Authorization of Flights

An OSU flight instructor is responsible for assessing the known risks of any flight, dual or solo. An OSU instructor's electronic signature during the dispatch process shall serve as verification of an assessed and accepted level of risk regarding all of the following:

- a) **Destination Familiarity** – the student either has a current AFD extract or an electronic device with Foreflight© and current downloads in their possession for the flight. It is preferable for solo flights that the student have prior dual experience at the destination.
- b) **Weather Minimums:**
  - **Dual Flights:** The weather minimums for dual **IFR flights** will be visibility no less than 2 miles, and/or ceiling no less than 600 feet, or higher as required by regulation. All flights involving IMC will be dual. The ceiling/visibility minimums for dual VFR flights will be at the discretion of the flight instructor, though for *any* flight, the flight instructor **must** consider legalities and the benefit to the student's training before making a GO-NOGO weather decision.
  - The sustained wind speed, peak wind gust and x-wind component limits, as published below, **are not** at the direction of the instructor and are preflight planning limits applicable to all dual and advanced solo flights.

### All Dual Flights:

Area	Sustained Wind Speed	Peak Wind Gust	X-Wind Component
Traffic Pattern	≤ 25 KTS	≤ 35 KTS	≤ Max.*
Local Flight	≤ 25 KTS	≤ 35 KTS	≤ Max.*
Cross Country	≤ 25 KTS	≤ 35 KTS	≤ Max.*

**\* Published POH Maximum Demonstrated Crosswind Component**

- **Solo Flights:** The weather minimums for solo flights will be as shown in the following charts for STD (Student), PVT (Private) and COMM (Commercial) Pilots:

Solo, **STUDENT** Pilots:

Area	Ceiling	Visibility	Sustained Wind Speed	Peak Wind Gust	X-Wind Component
Traffic Pattern	3,000	5 Miles	≤ 15 KTS	≤ 15 KTS	≤ 6 KTS
Local Flight	3,000	5 Miles	≤ 15 KTS	≤ 15 KTS	≤ 6 KTS
Cross Country	4,000	6 Miles	≤ 15 KTS	≤ 15 KTS	≤ 6 KTS

Solo, **PRIVATE** or **COMMERCIAL** Pilots:

Area	Ceiling	Visibility	Sustained Wind Speed	Peak Wind Gust	X-Wind Component
Traffic Pattern	2,000	3 Miles	≤ 25 KTS	≤ 35 KTS	≤ Max.*
Local Flight	3,000	5 Miles	≤ 25 KTS	≤ 35 KTS	≤ Max.*
Cross Country	3,000	5 Miles	≤ 25 KTS	≤ 35 KTS	≤ Max.*

**\* Published POH Maximum Demonstrated Crosswind Component**

Any or all flights may be grounded when, at the discretion of the Program Manager, Chief Flight Instructor or Assistant Chief Flight Instructor, the weather conditions do not fall within the parameters set forth in this section, or are not conducive to effective flight training.

- c) **Rest in the last 24 Hrs** – CFI is satisfied that student is adequately rested, 5 hrs rest shall be considered minimum.
- d) **Drugs/Medication** – Student shall verify/attest to the CFI that they are not using any drugs or medication not specifically authorized in writing by the FAA.
- e) **Solo Landings** – Within the last 90 days, the student has made at least one landing as the sole manipulator of the controls in the same make/model aircraft for which a solo endorsement is desired.

## 2. Starting and Taxi:

- a) All pilots will conduct a thorough preflight of the aircraft before every flight. The preflight inspection will be accomplished with the use of the student's checklist, which students will be required to have in their possession for each make/model flown.
- b) Fuel quantity will be visually determined before every flight. Students will be required to possess and use a Fuelhawk specific to C-152 AND C-172 aircraft. A fuel measuring tool will be onboard PA44 aircraft.
- c) Preflight Fuel Disposal Receptacles, located near Flight Center entrance, will be used to collect waste fuel from preflight inspections. Additionally, correct use of GATS jar allows returning sampled fuel to tank.
- d) Starting procedures will be as outlined in the starting engine checklist, to include starting limitations (see below).
- e) At no time will aircraft be started by hand propping.
- f) If the aircraft fails to start after several attempts, discontinue starting procedures and get assistance from a flight instructor or the maintenance department. Starter cool-down intervals, as stated in the relevant POH, will be observed.
- g) No aircraft will be left unattended while unsecured, or while the engine is running.
- h) Taxi at a speed which is appropriate for the existing conditions. Low power, low speed, and constant vigilance will be maintained when taxiing in congested areas.
- i) Flight control deflections will be used in accordance with the proper crosswind taxiing technique.

## 3. Fire Precautions and Procedures:

- a) All students will be instructed (before their first solo) on precautions against ground and in-flight fires, and the procedures to be taken should they occur.
- b) All students will be instructed in the location and use of the fire extinguisher in the aircraft (if installed).
- c) Students will be familiar with the emergency procedures relating to fires in the Pilot's Operating Handbook for the particular aircraft being operated.
- d) Extreme care should be taken to avoid excessively rich start (caused by pumping throttle), and potential fire.
- e) Only Flight Instructors will be allowed to operate aircraft pre-heaters and only after receiving a briefing on procedures from Flight Center administration.
- f) Occupants are not allowed to be seated in the aircraft during pre-heat operations.

## 4. Procedures after Unscheduled Landings:

- a) On-airport: In the event of an unscheduled landing (a landing at any airport other than the airports indicated on the flight plan or authorized by the flight instructor in the solo cross country endorsement), the student will secure the airplane by installing the control lock, throttle lock, tie-downs, and/or whatever

means are available, and contact OSU flight center for instructions (405-744-2739). At no time will the flight be continued without the specific authorizations of either the primary flight instructor, the Chief Flight Instructor or the Assistant Chief Flight Instructor.

- b) Off-airport: The student will assess personal injury and damage to the aircraft first, assure fuel is shut off and all fire potential has been eliminated. If possible, secure the aircraft and determine location. Immediately report to the OSU flight center (405-744-2739) and primary instructor, providing as much information as possible (injuries, damage, location, etc.). **At no time will the student attempt to take off from an unprepared landing area.**

5. Aircraft Discrepancies:

Anytime the student or instructor discovers a discrepancy (squawk) with the aircraft it will be verbally reported to the Dispatcher and the aircraft will be taken off flight status. The following procedure will be followed:

- a) The student/instructor will provide airplane data and as detailed a description of the “squawk” as possible to the Dispatcher.
- b) The aircraft will not be dispatched for flight until the Chief of Maintenance or his delegate has been consulted by the Dispatcher for airworthiness.
- c) If the aircraft is determined to be unairworthy by the Chief of Maintenance or his delegate, it will not be dispatched for flight until signed off by the Chief of Maintenance or his delegate as airworthy.

6. Securing of Aircraft:

Before and after every flight, the aircraft will be tied down at both wings and the tail. In addition, a gust lock, throttle lock, and pitot cover will be in place whenever the aircraft is secured after a flight. After securing the aircraft, the student and/or instructor will assure that all seat belts are stowed and all personal items and trash are removed from the aircraft.

7. Fuel Reserves:

Required fuel reserves for all VFR local flights will be no less than 45 minutes day and one (1) hour night. Cross-country flights must land with no less than one (1) hour reserve. All solo cross-country flights must begin with full tanks. Fuel reserves for IFR flights will be as stated in 14 CFR 91.167: enough fuel to fly to the intended destination, from the intended destination to the alternate (if an alternate is required), and thereafter for 45 minutes at normal cruise speed.

8. Collision Avoidance:

- a) Pilots should be alert for other aircraft at all times—in the air and on the ground.
- b) All pilots will adhere to the “see and avoid” concept and be particularly vigilant when not in radar contact.
- c) Windshields, as well as side and rear windows, will be cleaned between flights using Flight Center-provided plexiglass® cleaner and non-abrasive towels.



- d) Pilots will use clearing turns, both left and right, to clear the area prior to performing any maneuvers. Clearing turns will involve approximately 30° of heading change and enough bank to provide unhindered visibility around, above and below the present flight position.
- e) Pilots will make periodic position reports on the company frequency (123.5) while in the practice areas.
- f) Pilots will always scan the approach area prior to taking the runway and when turning from base to final.
- g) When taxiing in a congested area and in doubt about wingtip clearance, the pilot will shut down the engine and maneuver the aircraft by hand until sufficient clearance of the obstacle is assured.
- h) Non-Instrument training in approach corridors is prohibited except for traffic pattern operations. Additionally, practice HOLDS at fixes within the SWO approach corridors must be conducted at 4,000 MSL or higher.
- i) The use of RECOGNITION and/or ANTI-COLLISION lights is mandatory on all flights. Anti-collision lights must be ON during all flights, day or night, and recognition lights on aircraft so equipped are MANDATORY within 4 NM miles of airports during day flights.

9. Minimum Altitudes and Simulated Emergency Landings:

- a) Except for takeoff and landing, no OSU aircraft will be operated at an altitude below 500' above the surface, or objects, persons, vehicles, or structures on the surface. Higher altitudes will be maintained over noise-sensitive areas (or avoided entirely, if possible) as noted on practice area maps.
- b) Minimum altitudes for all maneuvers will be as outlined in the Practical Test Standards/Airman Certification Standards for the certificate or rating in progress.
- c) **Solo students will not practice simulated forced landings.**

10. Assigned Practice Area:

Before a solo flight, the student will be briefed by the instructor on the location, limits, and egress procedures of the relevant practice area. Except when on an authorized cross-country flight, students should remain within the designated practice area. Descriptions of the practice areas currently in use for OSU Flight Center Stillwater students can be found in APPENDIX A.

11. Student Pilot Solo Flight:

- a) No student may begin a solo flight until it has been approved by that student's instructor who will electronically authorize the flight after an appropriate risk assessment: adequate fuel, suitability of airports of intended use, weather, and weight and balance data, and all items in **SAFETY POLICIES**.
- b) No student may begin a solo flight without instructor verification of required documents, to include: Student Pilot Certificate, Medical Certificate, Logbook with proper endorsement(s), OSU Standard Operating Procedures, and government issued photo ID.
- c) Passengers will not be carried on any solo flights.

- d) Solo night cross-country flight will not be allowed. All solo cross-country flights must be back at OSU Flight Center no later than official sunset.
- e) All planning for student solo cross country flights must be approved by that student's primary instructor who shall be present at the Flight Center at the time of departure.
- f) Destination airports for student solo cross-country flights will be chosen from the list of approved cross-country airports or those airports approved by the Chief Flight Instructor or the Assistant Chief Flight Instructor (list of approved airports is found in APPENDIX B).
- g) A paper copy of the flight log for each leg of student solo cross country flights shall be retained in a folder at the dispatch desk (APPENDIX D). The flight log must show student's name and date of the flight.
- h) A flight plan must be filed and activated for each leg of each solo cross country flight.
- i) A de-briefing with the student's primary instructor must occur immediately after solo cross-country flight.

#### 12. Cross-Country Flight, All Students:

- a) Destination airports for dual cross-country flights will be at the discretion of the flight instructor, though for dual flights greater than 250 NM the destination shall be selected from the list of approved 250+ airports (APPENDIX B).
- b) Landing fees incurred during cross-country flight will be the responsibility of the student.
- c) Students will be responsible for confirming that airports/FBO's of intended use will honor OSU-issued Multi-Service and/or MasterCard credit cards.
- d) Destination airports for solo Private and Commercial grade pilots will be at the discretion of the student **with approval** from the student's flight instructor, though prohibited airports (APPENDIX C) may not be used. Destinations for flights greater than 250 NM shall be selected from the list of approved 250+ airports.
- e) A debriefing with the primary flight instructor must occur immediately after the return of all flights, with emphasis on cross country flights. This briefing/debriefing time will be logged in the student's training record.
- f) A flight plan must be filed and activated for each leg of each cross country flight, or alternatively, the pilot must remain in continual contact with ATC (Flight Following).
- g) No passengers will be allowed on solo cross-country flights.
- h) Flights over 300 NM **OR** involving an overnight stay will require permission from the Chief or Assistant Chief and the submission of an "overnight" Cross Country Request form (APPENDIX F).

#### 13. Cold Weather Operations:

- a) When temperatures are below -12°C (10°F) at the surface:
  - i) All aircraft must have just been removed from a heated hangar.or

- ii) All aircraft must be pre-heated (see f below).
- b)** When temperatures are below -15°C (5°F) at the surface:
  - i) Do not simulate emergency landings.
  - ii) Plan descent profiles, monitor cylinder head temperatures, and use cowl flaps as required to maintain cylinder head temperatures.
- c)** When temperatures are below -20°C (-4°F) at the surface:
  - i) No solo flight will be authorized.
- d)** When the temperature is below minus -25°C (-13°F) at the surface:
  - i) No flight will be conducted in any aircraft.
- e)** All ice and frost will be removed from the aircraft windshield and surfaces before flight.
- f)** All aircraft pre-heating will comply with PRE-HEAT OPERATIONS published in current Maneuvers Sequence Checklist and the following rules:
  - i) Operations will only be completed by a Flight Instructor who has received training and qualification recorded in TALON.
  - ii) The aircraft will not be fueled with an operating pre-heater on the aircraft.
  - iii) Under no circumstances will the pre-heater be used to defrost the aircraft windows.
  - iv) No one is allowed to be seated in the aircraft during preheat operations.
  - v) The master switch must remain OFF during preheat operations.

#### 14. Hot Weather Operations:

- a)** When temperatures are above 40°C (104°F) flight operations may be suspended at management discretion. Additionally, instructors and/or students may weather cancel individual flight lessons without penalty, though a ground lesson should be substituted for the canceled flight lesson.

#### 14. Additional Safety Practices:

- a)** All flights will be accomplished in accordance with the Federal Aviation Regulations.
- b)** Aircraft will not be operated in a careless or reckless manner (91.13).
- c)** Video cameras, or any video recording device that is onboard an aircraft for the express purpose of recording or transmitting video during flight, are prohibited. Recording devices are a training distraction and if discovered may result in disciplinary action.
- d)** Cell phones and other electronic communication devices are permitted onboard aircraft, but may NOT be used for texting, emailing, calling, recording, photographing or any other function not directly related to flight training.
- e)** Formation flight is prohibited.
- f)** Spins will be practiced only with an instructor, and only as required during CFI training except as part of an approved upset recovery course.
- g)** Any flight maneuver involving an abrupt change in attitude, an abnormal attitude, abnormal acceleration not necessary for normal flight, pitch angle greater than

30° or bank angle greater than 60° is prohibited, except as part of an approved upset recovery course.

- h)** The Pilot-In-Command is responsible for all OSU aircraft and equipment when it is in their possession. The flight instructor is the PIC for all dual flights.
- i)** An operable flashlight must be carried when flying at night.
- j)** When flying a complex aircraft and remaining in the pattern, pilots will retract and extend the gear between each takeoff and landing.
- k)** Touch-and-go landings in complex aircraft are prohibited. Stop-and-go landings in complex aircraft are permitted if 3,000' of useable runway are remaining for the "go."
- l)** Downwind takeoffs shall be generally prohibited, though during times of variable wind may be conducted by instructors or advanced students (non-student pilots) if tailwind component does not exceed 5 knots.
- m)** No passengers are allowed on OSU aircraft unless per-occurrence permission is granted by the Program Manager, Chief, or Assistant Chief for training purposes (commonly called "sandbagging"), or special events.
- n)** All flights involving IMC will be dual flights.
- o)** All dual flights must have an appropriately-rated instructor at a PILOT STATION with fully functioning dual controls.
- p)** All flights in multiengine aircraft will require an MEI at a pilot station.
- q)** Flight in known or forecast icing conditions is prohibited. Known or forecast icing conditions shall be defined as VISIBLE MOISTURE WITH TEMPERATURE BETWEEN +2°-(-10°).
- r)** Class 1 EFB's (Electronic Flight Bags, e.g. iPad, tablets, etc.) may be used in lieu of paper charts and reference material provided:
  - i)** The interactive or precomposed information being used for navigation or performance planning is current, up-to-date, and valid.
  - ii)** The interactive or precomposed information being used is a near-exact duplication of the paper equivalent, if applicable.
  - iii)** The EFB does not make use of an external power source, except for emergencies.
  - iv)** The EFB is secured during takeoff, approach, and landing. The EFB may be secured by means of a leg strap, kneeboard, etc. or may be temporarily secured in flight bag, pouch, etc.
- s)** Night landings may only be conducted at airports with functioning and usable visual or electronic approach slope guidance (VASI/PAPI/ILS/LPV/VNAV).
- t)** Hard-surfaced runways should be used for all flights. However, the grass runways at KCUH may be used for training provided (1) NOTAMS on runway condition are checked the DAY OF USE, and (2) Full length is used for takeoff.

## GENERAL POLICIES

1. All flight instruction used to fulfill degree requirements will be conducted in OSU aircraft with OSU instructors. Private aircraft will not be used. Most flight training will be conducted under 14 CFR 141, though some students may complete be required to complete the Private Pilot Certification Course under part 61, as detailed in PART 61

TRAINING above. Additionally, the Commercial Single Engine Add-On will be conducted under part 61. Any other Part 61 training will require PER COURSE PERMISSION.

2. Flight training may **only** be provided to students who have complied with Federal TSA requirements. This may require the submission of copies of birth certificate, driver's license, or other documentation as required by current law. More extensive TSA screening will be required for students who are not United States citizens.
3. Students must complete the FAA knowledge test to be eligible to take the End-Of-Course exam for the corresponding flight course.
4. Appropriate apparel is required for all flights. Prohibited clothing items include: "open-toe" shoes, abbreviated shorts, and shirt or top that does not cover shoulders and midriff.
5. As per FAR 61.71(a), graduates of a 141 course must complete the related practical test within 60 days of course graduation. Students who have not completed practical test within 60 days of graduation will be required to re-train and re-take the End-Of-Course Exam for practical test eligibility. Students who have not completed the practical test within 60 days after the second EOC exam will be eligible for flight review.
6. No student shall remove any documents or manuals from any OSU aircraft unless being instructed to do so by a flight instructor, dispatcher or certified mechanic employed by the OSU flight department.
7. Any paper training records/documents (excluding student log books) shall remain in the administration building of the OSU Flight Center at all times. School training records, either paper or electronic, will be accurately maintained for all students.
8. All aircraft logs must be "signed out" at OSU maintenance hangar, and only for training or testing purposes. If not checked in on same day as checkout, aircraft maintenance records must be secured in locked cupboard in the Dispatch area.
9. No food or drink (except water) is allowed in OSU aircraft.
10. Pilot records must be kept updated in the dispatch database. It will be the responsibility of the student to advise dispatch when address, phone number, email, pilot grade, currency (flight review), medical or other certification information changes.
11. To be eligible for a Part 141 Graduation Certificate for any course of training, students must have met all ground training time requirements as published in relevant Training Course Outline (TCO).

## SUSPENSION/TERMINATION

A student may be immediately suspended from the flight training program for any of the following reasons:

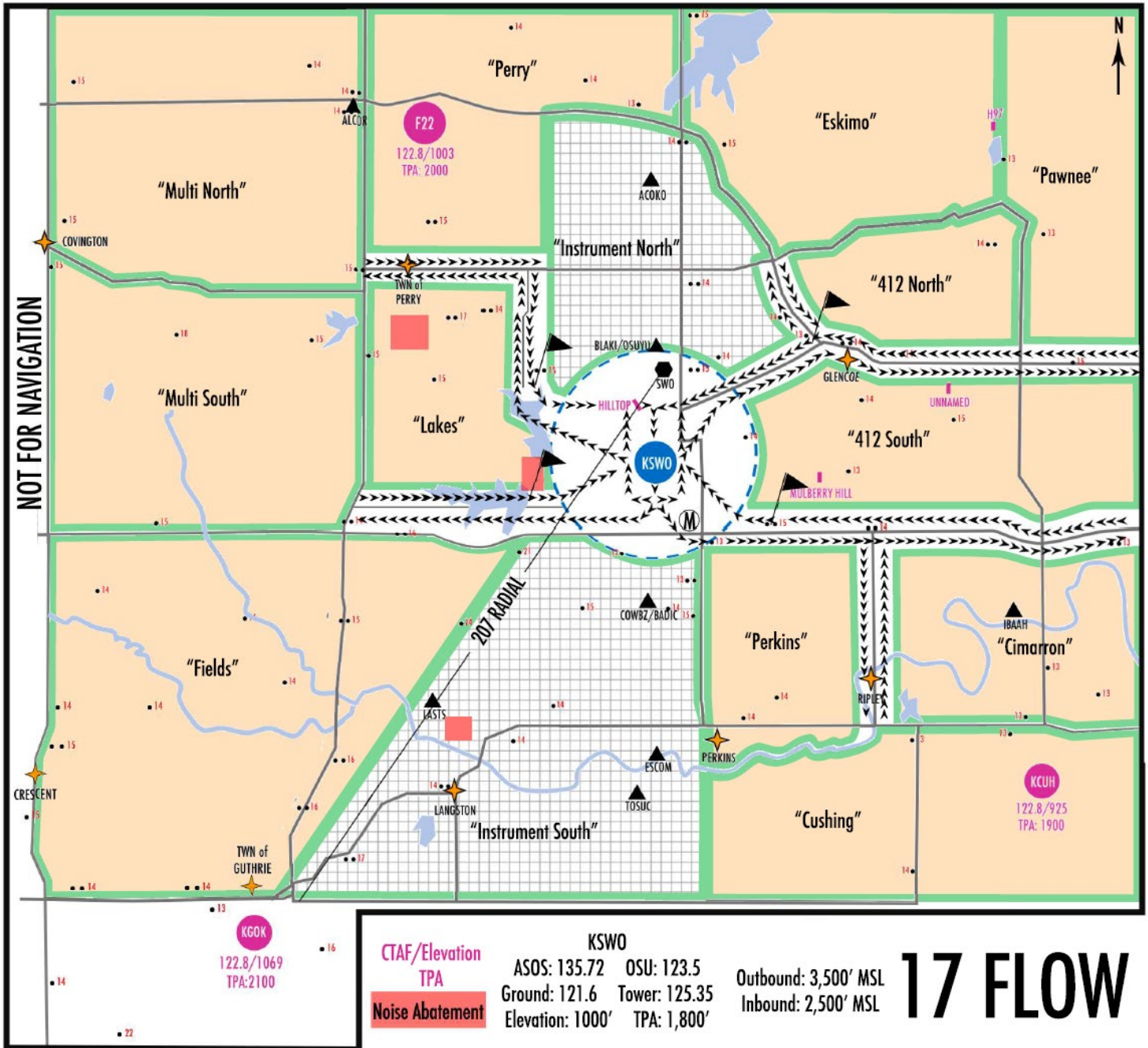
1. Violation of FAA regulations
2. Violation of school policies or procedures
3. Making unauthorized flights
4. Violation of drug or alcohol laws\*
5. Excessive NO-SHOW and/or Cancellations
6. Safety of Flight

\*Any student found to be in violation of state or federal law regarding illegal substance abuse will be removed from flight status. It shall be the responsibility of a student who has been

charged, adjudicated, or convicted on any local, state, or federal substance abuse law or statute to inform the Chief Flight Instructor or Aviation Program Manager of the incident within 7 days of occurrence. For the purposes of this document, "substance abuse" will include, but not be limited to, driving under the influence (DUI) or driving while intoxicated (DWI). With Flight Center Administration approval, the student may be returned to flight status only upon submission of "negative" results of a professionally administered drug test. Additionally, any student found to be in violation of substance abuse laws shall be subject to the Flight Review Process, shown in APPENDIX G.

Violations of OSU AVED SOP may result in disciplinary action ranging from counseling to termination of flight privileges. Repeated violations may incur more serious disciplinary action. All decisions concerning permanent termination of flight privileges will be at the discretion of the Flight Review Board and will comply with procedures outlined in the Flight Review Process (APPENDIX G).

## APPENDIX A – Designated Training/Practice Areas



## RWY 17 Flow

Departures: Climb runway heading to 1,500msl thence...

### **Southeast Transition:**

...Climb maintain at or above 3,500msl while turning left to join the departure route southwest of the grain mill, remain south of highway 51 along the route until at your practice area. If joining the southbound portion of the departure, stay west of farm road 108 until at your practice area. Cushing airport traffic follow departure route until at the Cushing practice area then direct Cushing airport.

**NOTE:** Farm Road 108 is identifiable as the road that runs into Ripley.

### **Southwest Transition:**

...Climb maintain at or above 3,500msl while turning right to join the departure route corridor between highway 51 and 1 mile north of Highway 51. Stay on the south side of Lake Carl Blackwell until at your practice area.

### **Northeast Transition:**

...Climb maintain at or above 3,500msl while remaining in the left traffic pattern until midfield left downwind then right turn to depart the traffic pattern on a 45° angle to join the departure staying south of highway 412. "Eskimo" traffic, within 1 mile of the Stillwater Y at or above 3,500msl turn north towards the "Eskimo" practice area, remain south of highway 412

### **Northwest Transition:**

...Climb maintain at or above 3,500msl while remaining in the right traffic pattern until midfield right downwind then turn left to depart the traffic pattern on a 45° angle to the south side of lake McMurtry. Turn North once on the west side of the lake until within 1 mile of County Road 160, then turn east and maintain south of highway 64 until at your practice area. Perry airport traffic stay on the departure route until over the town of Perry, then turn north direct Perry airport descend to 2,000msl once 1 mile or greater North of Highway 64

**NOTE:** County Road 160 is identifiable as the north/south road that has a white oil drum located roughly 1.5 miles south of HWY 64.

Arrivals:

### **Southeast "Fairgrounds Arrival":**

If joining the arrival from Cushing Airport maintain 2,500msl fly direct to join the arrival on the east side of farm road 108 until Highway 51 then turn west and remain on the arrival North of Highway 51 thence...

All others exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater east of the fairgrounds and remain on the arrival north of Highway 51 thence...

...Over fairgrounds descend maintain 1,800msl. Upon entering the class D airspace expect a right turn to enter midfield left downwind at a 45° angle

### **Southwest "Blackwell Dam Arrival":**

Exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater west of the Lake Carl Blackwell dam between 1 mile north of

Highway 51 and 2 miles north of Highway 51 on the north side of Lake Carl Blackwell. Over the Lake Carl Blackwell Dam descend maintain 1,800msl. Upon entering the class D airspace expect a left turn to enter midfield right downwind at a 45° angle

### **Northeast "Stillwater Y Arrival":**

If departing from the Eskimo practice area: at 2,500msl join the arrival north of Highway 412 southbound until within 1 mile of the Stillwater Y then descend to 1,800msl and cross under the departure corridor to remain north of the 412 spur and follow the 412 spur southwest bound into the class D airspace. Expect to make a left base entry.

All others: exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater from the Stillwater Y remaining north of Highway 412. Over the Stillwater Y descend maintain 1,800msl and follow the 412 spur southwest bound into the class D airspace. Expect to make a left base entry.

### **Northwest "McMurtry Arrival":**

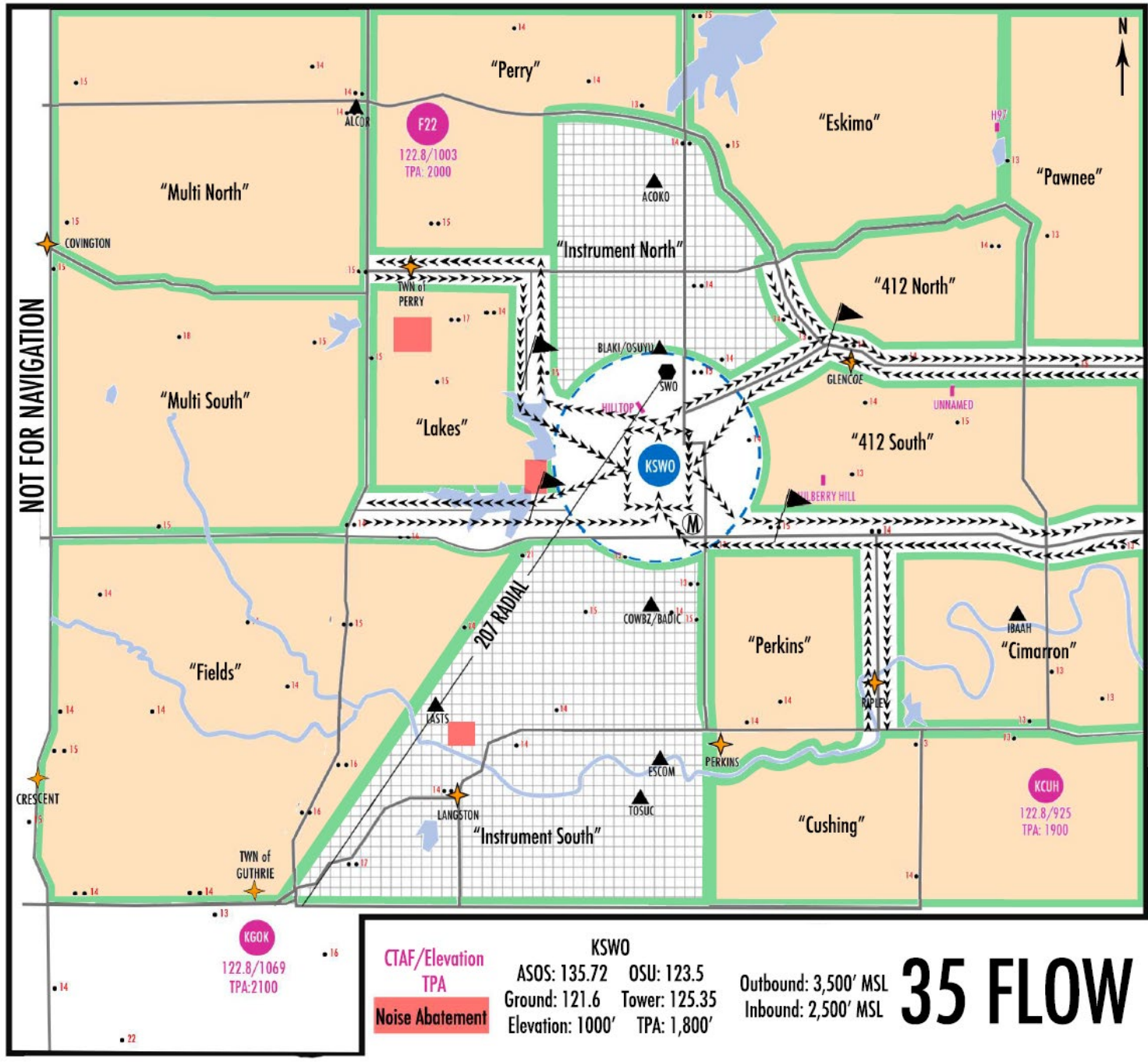
If joining the arrival from Perry airport, maintain 2,500msl fly south from Perry Airport direct to the town of Perry to join the arrival north of Highway 64 until east of County Road 160 then turn south and remain east of County Road 160 thence...

If departing the Multi practice areas: join the eastbound portion of the arrival north of Highway 64 until east of County Road 160 then turn south and remain east of County Road 160 thence...

All others exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater from the northern edge of McMurtry Lake thence...

...Over the northern edge of Lake McMurtry descend maintain 1,800msl and turn towards Stillwater Airport. Expect to make a right base entry.





## RWY 35 Flow

Departures: Climb runway heading to 1,500msl thence...

### **Southeast Transition:**

...Climb maintain at or above 3,500msl while remaining in the right traffic pattern until midfield right downwind then turn left to depart the traffic pattern on a 45° angle to join the departure route northeast of the grain mill. Remain north of Highway 51 along the route until at your practice area. If joining the southbound portion of the departure, stay east of farm road 108 until at your practice area. Cushing airport traffic follow departure route until at the Cushing practice area then direct Cushing airport.

**NOTE:** *Farm Road 108 is identifiable as the road that runs into Ripley.*

### **Southwest Transition:**

...Climb maintain at or above 3,500msl while remaining in the left traffic pattern until midfield left downwind then right turn to depart the traffic pattern on a 45° angle to join the departure between 1 mile north of Highway 51 and 2 miles north of Highway 51 (on the North side of Lake Carl Blackwell). Remain in the corridor on the North side of Lake Carl Blackwell until at your practice area.

### **Northeast Transition:**

...Climb maintain at or above 3,500msl while making a right, northeast bound departure on the north side of the 412 Spur. Then follow the 412 Spur northeast bound remaining on the north side until the Stillwater Y then maintain north of Highway 412 until at your practice area. "Eskimo" traffic, stay northeast of highway 412 northbound.

### **Northwest Transition:**

...Climb maintain at or above 3,500msl while making a left turn to join the departure route towards the northern edge of Lake McMurtry thence...

For the lakes practice area: cross the arrival corridor at or above 3,500msl for the Lakes practice areas.

For all other northwest practice areas: within 1 mile east of the lake, make a right turn northbound and maintain within 1 mile on the east side of County Road 160 until north of highway 64. For the Perry practice area enter the practice area at this time, for Perry airport and Multi north/south practice areas turn west to follow highway 64 remaining within 1 mile north of the highway until at your practice area. For Perry airport traffic once over the town of Perry, turn north direct Perry airport.

**NOTE:** *County Road 160 is identifiable as the north/south road that has a white oil drum located roughly 1.5 miles south of HWY 64.*

Arrivals:

### **Southeast "Fairgrounds Arrival":**

If joining the arrival from Cushing airport or Cushing practice area maintain 2,500msl fly direct to join the arrival on the west side of farm road 108. All other practice areas exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater east of the fairgrounds and remain on the arrival south of Highway 51. Over fairgrounds descend maintain 1,800msl. Upon entering the class D expect a right base for runway 35.

### **Southwest "Blackwell Dam Arrival":**

Exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater west of the Lake Carl Blackwell dam 1 mile or less North of Highway 51 on the south side of lake Carl Blackwell. Over the Lake Carl Blackwell dam, descend maintain 1,800msl. Upon entering the class D airspace expect a left base for runway 35.

### **Northeast "Stillwater Y Arrival":**

Exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater from the Stillwater Y remaining south of Highway 412 within 1 mile of the highway. "Eskimo" traffic, remain on the southwest side of 412 to the Y. Over the Stillwater Y descend maintain 1,800msl and follow the 412 spur southwest bound, remaining south of the spur, into the class D. Expect a left turn to enter midfield right downwind for runway 35.

### **Northwest "McMurtry Arrival":**

If joining the arrival from Perry airport, maintain 2,500msl fly south from Perry Airport direct to the town of Perry to join the arrival south of Highway 64 thence...

If departing the Multi practice areas: join the eastbound portion of the arrival south of Highway 64 thence...

...remain within 1 mile south of highway 64 until within 1 mile of County Road 160, then turn south to remain within 1 mile west of County Road 160 southbound thence...

All others exit your practice area at maintain 2,500msl to join the arrival 1 mile or greater from the northern edge of McMurtry Lake thence...

...Over the northern edge of Lake McMurtry descend maintain 1,800msl and turn towards Stillwater Airport. Expect to enter midfield left Downwind for runway 35.

## APPENDIX B – Quick Reference Mileage from Stillwater

### **APPROVED student pilot solo destinations in bold**

#### **I-25 NM**

**Cushing (20)**

**Guthrie (25)**

**Perry (16)**

#### **51-75 (NM)**

**Arkansas City/Strother (60)**

**Page (54)**

**El Reno (RQO) (61)**

**Tulsa International (58)**

**Tulsa/Richard Jones (54)**

**Seminole (57)**

**Fairview (68)**

**OKC Will Rogers (53)**

**Bartlesville (64)**

#### **76-100 (NM)**

Weatherford (85)

Pauls Valley (87)

Ada (84)

McAlester (100)

Muskogee/Davis (88)

Wichita Mid-Continent (91)

Mid-America (85)

#### **26-50 (NM)**

**Ponca City (34)**

Medford (50)

Enid Woodring (38)

Sand Springs Pogue (46)

Shawnee (49)

OKC Wiley Post (46)

#### **101-150 (NM)**

Clinton Sherman (114)

Ardmore Municipal (111)

Fort Smith (140)

#### **250+ (NM)**

Little Rock, AR (253)

Jefferson City, MO (277)

Columbia, MO (281)

East Texas Regional (255)

Shreveport, LA (275)

Waco, TX (271)

Lubbock, TX (277)

Abilene, TX (259)

Dalhart, TX (265)

Lincoln, NE (282)

## APPENDIX C – Airports Not Approved For OSU Solo Flights

AIRPORT	ID
ANADARKO	F68
ANTLERS	80F
ATOKA	AQR
BEAVER	K44
BOISE CITY	17K
CARNEGIE	86F
CHATTANOOGA	92F
CHEYENNE	93F
SAM RIGGS	K11
COALGATE	O8F
COOKSON	44M
DAVIS	97F
EL RENO	F99
ERICK	O13
EUFAULA	FO8
FREEDOM	K77
GRANDFIELD	1O1
HASKELL	2K9
HEALDTON	F32
HOOVER	O45
INOLA	018/OK6
KETCHOM	1K8
LAVERNE	O51
LEXINGTON	O44
LINDSAY	1K2
MADILL	1F4
MARIETTA	T40
MENO	4O7
NOWATA	H66

AIRPORT	ID
OKEMAH	F81
OLUSTEE	FO9
OVERBROOK	1F1
OWASSO	O38
PAWNEE	H97
POND CREEK	O66/2K1
PRAGUE	O47
PURCELL	3O3
SEILING	1S4
SNYDER	4O1
STIGLER	GZL
STROUD	SUD
TALIHINA	6F1
TEXHOMA	K49
TIPTON	1O8
TISHOMINGO	OF9
VICI	5O1
WAGONER	H68
WALTERS	3O5
WILBURTON	HO5

## APPENDIX D – Cross Country Nav Log

[illegible]

## APPENDIX F – Cross Country Request Form

(Required for overnight or 300 NM+ flights)

PIC Name \_\_\_\_\_ Date \_\_\_\_\_

Airman Certificates and Ratings Held \_\_\_\_\_

---

Pilot's Total Time \_\_\_\_\_

Pilot's Total X-Country Time \_\_\_\_\_

Proposed Destination \_\_\_\_\_

Mileage to destination \_\_\_\_\_

Hard Surface Runway? \_\_\_\_\_

Tie Downs Available? \_\_\_\_\_

Overnight Hangar Available? \_\_\_\_\_

Proposed Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Proposed Return Date \_\_\_\_\_ Time \_\_\_\_\_

Aircraft \_\_\_\_\_

Lesson # for proposed flight \_\_\_\_\_

Instructor's Name (If applicable) \_\_\_\_\_

Remarks \_\_\_\_\_

---

I understand and agree to all applicable OSU policies and FAA regulations, including the prohibition of carrying passengers on lessons.

Signature \_\_\_\_\_

## APPENDIX G – Flight Review Process

The **Flight Review Process** is designed to create a flight suspension/termination process for students enrolled in Oklahoma State University Aviation Education (AVED) flight labs, applicable under prescribed conditions. It is sometimes necessary to suspend/terminate the flight training of students for reasons which may include but are not limited to:

- Inability to master flight tasks within a reasonable amount of training
- FAA incident or accident (as defined in U.S. Code, Title 49, NTSB 830.2)
- Evidence of substance abuse
- Demonstrated or suspected psychological irregularities, to include suicidal proclivity or stated/suspected malicious intent, threat, or FAA Regulation violation

It should be remembered that there is a considerable amount of solo flight training mandated by the airman certification process, so the opportunity for an accident, either genuinely accidental or deliberate, is ever-present. Therefore, it is imperative that a process which extends all possible consideration to student success in a transparent manner be in place to protect students and Oklahoma State University (OSU) from the possible consequences of ill-advised continuation of student flight training.

This Flight Review Process consists of both flying and administrative events. The flying events include:

- a) Three consecutive failures of a flight syllabus lesson
- b) Initial Flight Review
- c) Assigned Practice Flight(s) and/or Ground Lesson(s)
- d) Final Flight Review

The administrative events include:

- a) Review of student flight records
- b) Instructor interview verifying quality and consistency of the student's training
- c) Student counseling
- d) Recommendations from a Designated Check Airman (DCA), a Chief Flight Instructor (CI) or Assistant Chief Flight Instructor (ACI) and Flight Center Manager (FCM)
- e) Assessment and recommendation from a Flight Review Board

The Flight Review Board consists of the ACI, CI, FCM, and an AVED faculty member. Flights flown during this process are at the students' expense; however, consideration will be given if the flights are required due to a non-student related issue.

Please use the accompanying flow chart graphics, interwoven in the text, for a visualization of the five Flight Review Process steps.

**Step 1** - The Flight Review Process is initiated once any of the five, or any combination of the five thresholds, are met:

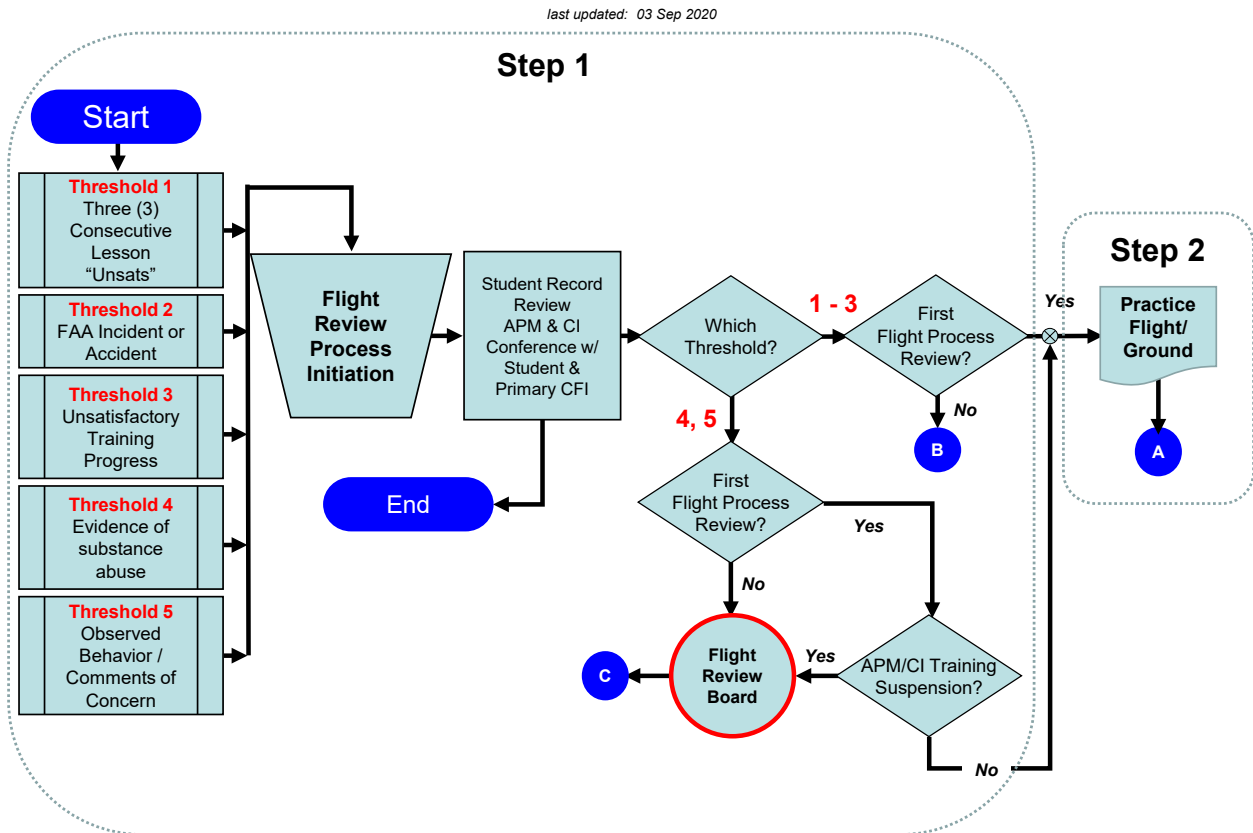
- Threshold 1 – Any flight lesson graded as unsatisfactory three consecutive times, and will only apply to students who have completed at least 25 flight hours at OSU.
- Threshold 2 – An FAA incident or accident, as defined in NTSB 830.2.
- Threshold 3 – Unsatisfactory training progress in any flight lab pursuant to the AVED SOP as defined in Flight Scheduling & Attendance and General policies.

- Threshold 4 – Student evidence of substance abuse.
- Threshold 5 – Student behavior, action, or comment(s) that a flight staff member, flight instructor, or others considers serious enough to bring to the attention of the ACI, CI and/or the FCM. The FCM, CI and/or ACI will determine if the student behavior, action or comment meets the threshold 5 criteria.

Once a threshold has been met, the process will initiate with a review of the student's records and a conference between the student, their primary instructor and the CI and the FCM.

The FCM and CI reserve the right to decide whether or not to continue the Flight Review Process. If discontinued, the student records will be annotated and the student returned to flight status. If the Flight Review Process is to be continued, subsequent actions depend upon the triggering threshold.

If a student has been evaluated via the Flight Review Process before, the student will advance directly to Step 3, a practice flight and/or ground lesson may be offered and the student will be referred to the CI for a Final Flight Review.

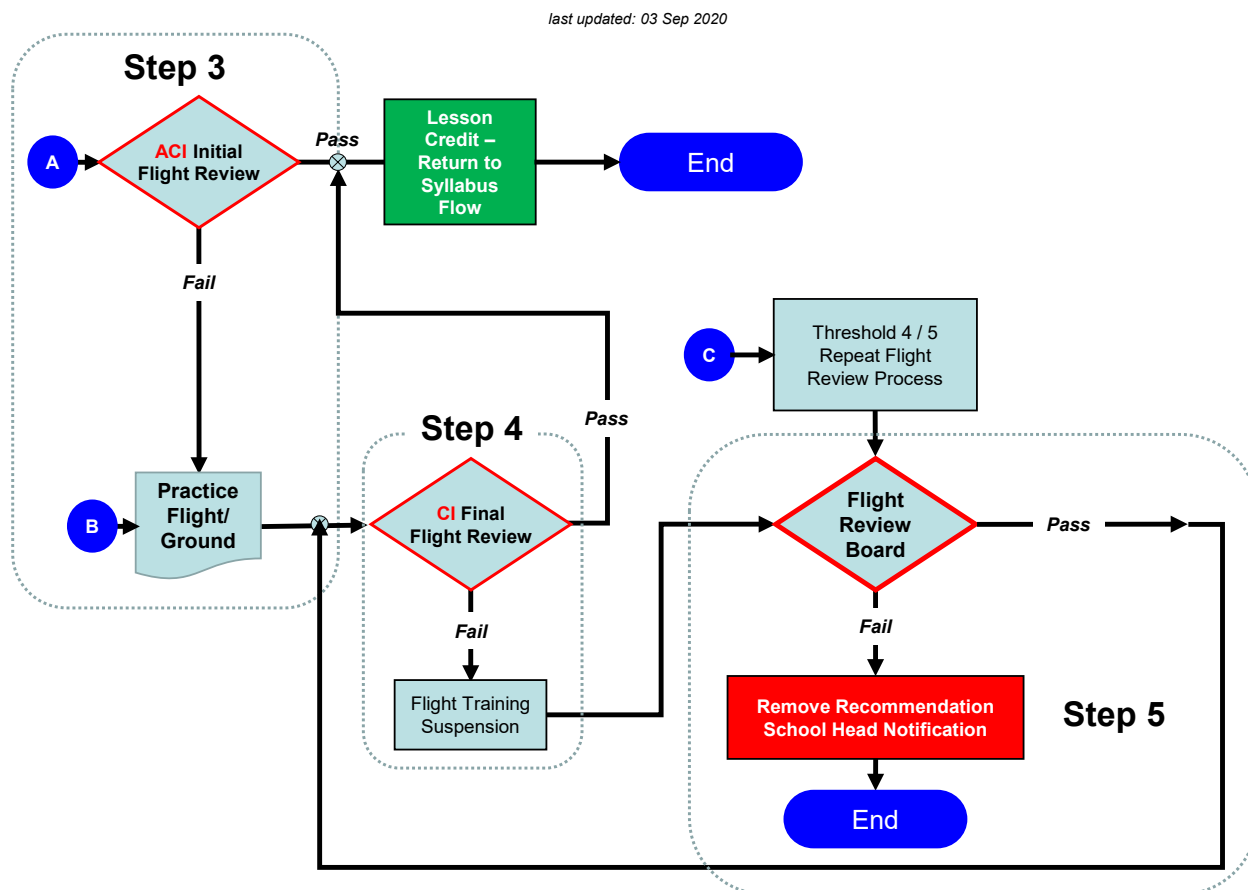


If threshold 5 is the reason, or a component of the reason, for initiating the Flight Review Process, all student flight training may be immediately suspended at the FCM and CI's joint discretion and the student will be referred to the Flight Review Board. The Flight Review Board will take the action to contact additional appropriate OSU services to assist with the student based on University services and/or policies. Additionally, the student will be briefed by the FCM on the Flight Review Process steps to be taken.



**Step 2** - Once the Flight Review Process has begun and the review of the student's records have been finalized, a practice flight and/or ground lesson may be offered for the student. However, a practice flight may *not* be assigned if the threshold is behavioral in nature and/or there is a safety concern. A practice flight is an opportunity intended to prepare a student to pass either an Initial Flight Review or a Final Flight Review. Pre-solo practice flights will be conducted by the student's primary flight instructor unless the student requests another flight instructor. Post-solo practice flights will not be flown with the students' primary flight instructor unless the student requests to fly with them.

**Step 3** - The Initial Flight Review will be conducted to determine if a student can satisfactorily meet the standards of the failed lesson that prompted the Flight Review Process. Initial Flight Reviews will be flown by an Assistant Chief Instructor (ACI). The ACI will make every effort to evaluate the student's skill and trainability required to complete the student's flight course. If the student satisfactorily completes all requirements of the lesson that prompted the Initial Flight Review, the student will earn the required credit for passing the lesson and will be returned to normal flow of the course syllabus. If the student does not pass the Initial Flight Review, the student may be offered one additional practice flight and/or ground lesson and will progress to Step 4 – Final Flight Review.



**Step 4** – The Chief Instructor (CI) will administer the Final Flight Review. The intent of the Final Flight Review is to determine if a student has the ability to complete the course in which they are enrolled and the aptitude to be successful in the professional pilot degree program. The content of the Final Flight Review will be tasks from the student's deficient flight training lesson that prompted the Flight Review Process, but may include remedial tasks from previous training lessons. If the

student passes the Final Flight Review, they will receive credit for passing the lesson that prompted the Flight Review Process and be returned to normal flow of the syllabus. If the student fails the Final Flight Review, the student's flight training will be suspended by the joint recommendation of the CI and FCM.

**Step 5** - Upon failure of a Final Flight Review, or a threshold 5 repeat Flight Review Process, the students' complete records (practice flights, initial flight review, and Final Flight Review flights) will be reviewed by the Flight Review Board. After reviewing the student's flight training records, the Flight Review Board may approve recommend a re-examination by the CI, or the student be removed from flight training. If the recommendation is to remove the student from flight training, the School of Educational Foundations, Leadership & Aviation (SEFLA) School Head will be notified and initiate the academic process to remove the student from all flight training.

Any subsequent flight review thresholds encountered by the student (in the same flight course) will result in skill/incident/accident-issue/training progress students (Threshold 1, 2, or 3) advancing directly to a Final Flight Review with the CI; whereas behavior-issue students (Threshold 4, or 5, or any combination of Thresholds including either Threshold 4 or 5) will advance directly to a Flight Review Board. In either case, the student will be briefed on the Flight Review Process by the FCM and the requirements that must be met by the student to continue flight training.

### **Flight Review Board Members**

***Mr. Lance Fortney***

OSU Flight Center Manager (FCM)

***Dr. Mark Uhlman***

OSU Chief Flight Instructor (CI – PVT, INST, COMM ME)