

Flight Review Process

Oklahoma State University Aviation Education

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 Flights
- 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.

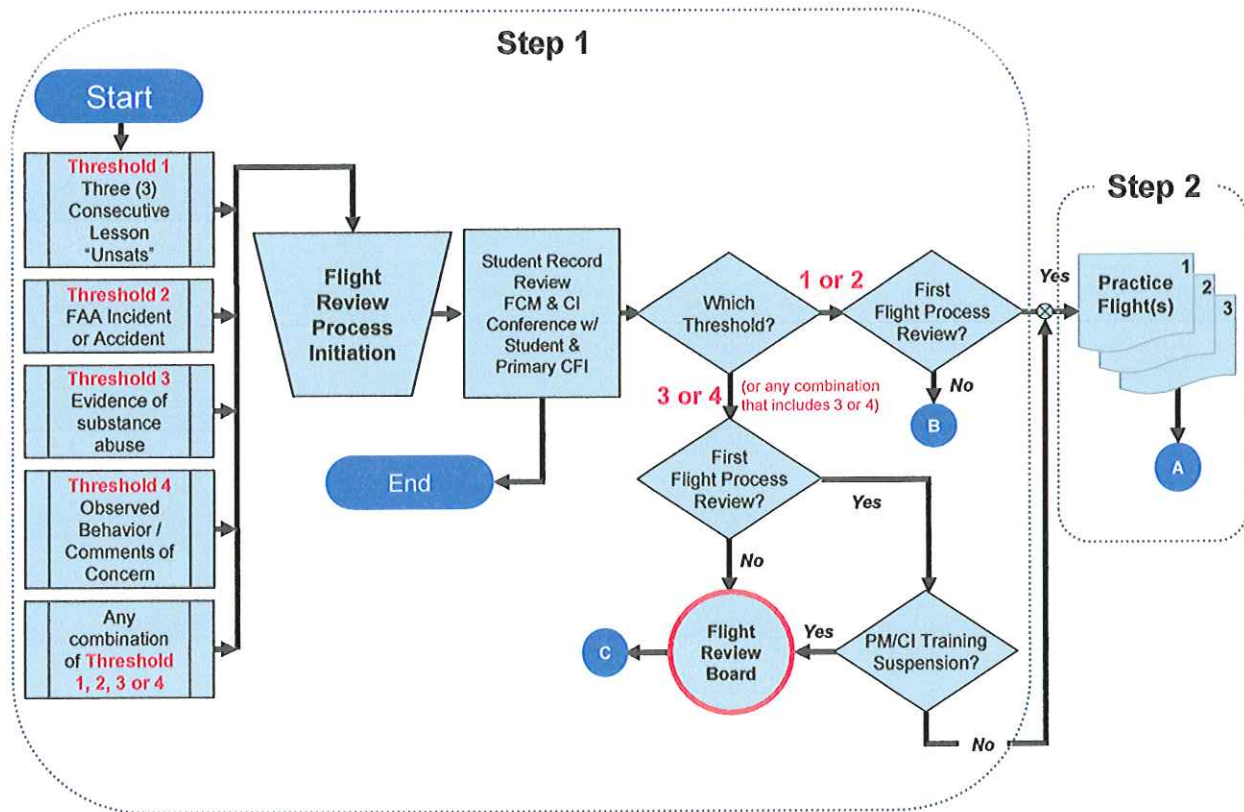
Step 1 - The Flight Review Process is initiated once any of the four, or any combination of the four thresholds, are met. Threshold 1 is any flight lesson graded as unsatisfactory three consecutive times, and will only apply to students who have completed at least 25 flight hours at OSU. Threshold 2 is an FAA incident or accident, as defined in NTSB 830.2. Threshold 3 is student evidence of substance abuse. Threshold 4 is 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 4 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.

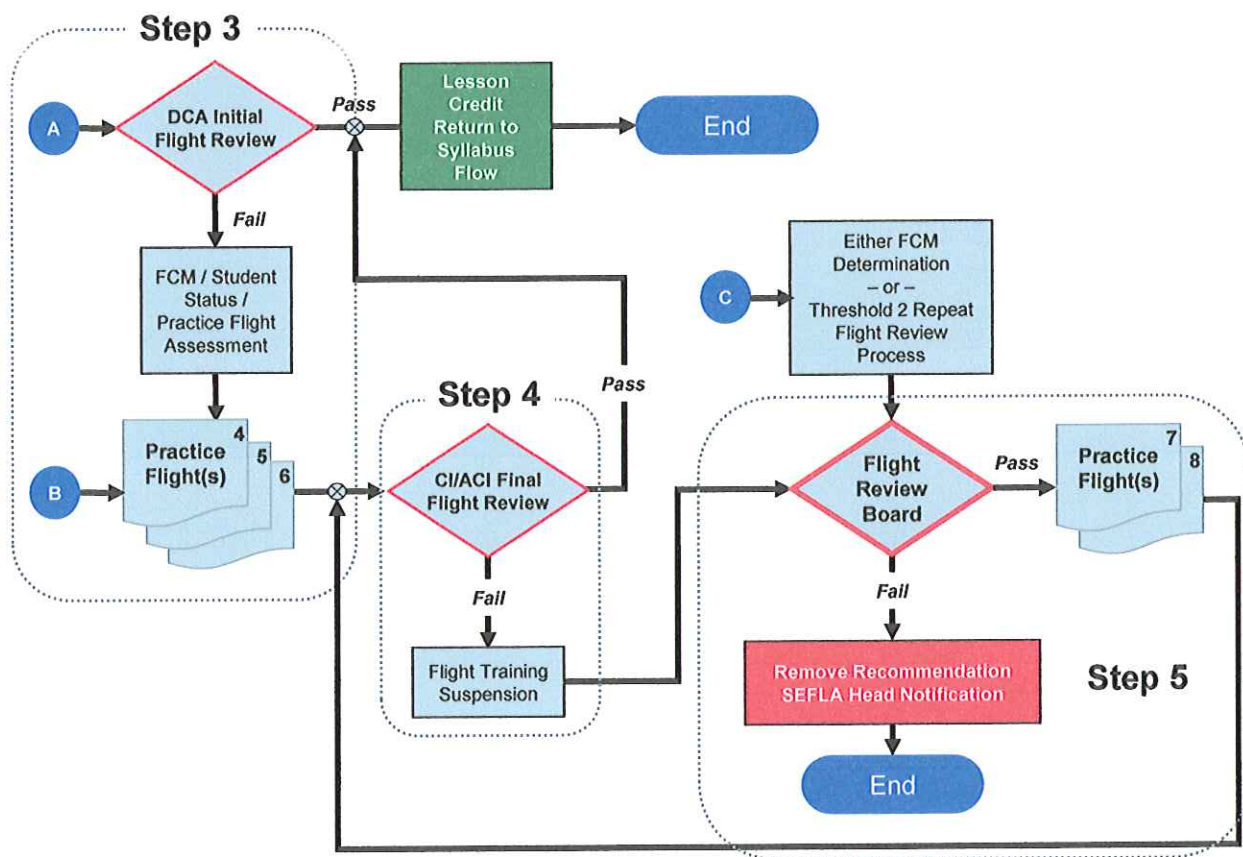
The FCM and CI reserve the right to decide whether or not to continue the Flight Review Process. If discontinued, the student records will be annotated and the student returned to flight status. If the Flight Review Process is to be continued, subsequent actions depend upon the triggering threshold.

If threshold 4 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, practice flights may be assigned for the student. However, practice flights may *not* be assigned if the threshold is behavioral in nature and/or there is a safety concern. Practice flights are flight opportunities 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. In consultation with input from the student, a maximum of three practice flights may be assigned to the flight student.



Step 3 - Next, 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 a Designated Check Airman (DCA). The DCA 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 DCA, in consultation with the student's input, may recommend up to three practice flights in order to prepare the student for the Final Flight Review. Practice flights must be approved by either the CI or the FCM. Upon failure of an Initial Flight Review (which is only flown once), the student will be briefed by the FCM on his or her status in the Flight Review Process.



Step 4 - The next step is 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 Final Flight Review will be administered by the CI or the ACI. 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, 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 up to two additional practice flights or recommend the student be removed from flight training. If additional practice flights are recommended, the student will complete the practice flights and fly one additional Final Flight Review with the pass/fail consequences stated in Step 4. 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.

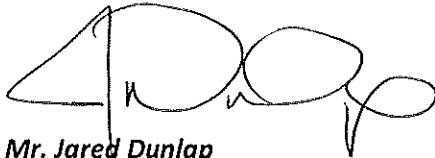
Any subsequent flight review thresholds encountered by the student (in the same flight course) will result in skill/incident/accident-issue students (Threshold 1 or 2) advancing to the practice flights immediately preceding a Final Flight Review and behavior-issue students (Threshold 3 or 4, or any combination of Thresholds including either Threshold 3 or 4) advancing 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.



Mr. Lance Fortney
OSU Flight Center Manager (FCM)



Dr. Mark Uhlman
OSU Chief Flight Instructor (CI – PVT, INST, CFI)



Mr. Jared Dunlap
OSU Chief Flight Instructor (CI – COMM SE/ME, CFII, MEI)



Mr. Chase Cothran
OSU Assistant Chief Flight Instructor (ACI)



Dr. Matt Vance
OSU Professional Pilot Faculty