OKLAHOMA STATE UNIVERSITY

COLLEGE OF EDUCATION AND HUMAN SCIENCES

2025-2026

SOP

Ray and Linda Booker 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
15 JUL 2025	P. 5-6	Intermediate and Maneuvers Training allowed 2 semesters – changed from 3 semesters.
	P. 6 last line	2-week interval enrollments according to Appendix G
	P. 8	enrollment at 2-week intervals middle of first paragraph
	P. 8	tables deleted – see Appendix G for enrollment deadlines
	P. 10	INTM and MANU – 2 semesters permitted for flight lab instead of 3 semesters
	P. 11	new paragraph for club activity absences (last paragraph)
	P. 11	new policy for summer semester vacation - 10 sequential days no-show
	P. 12	checkride waitlist updates and 7-day readiness policy for checkrides
	p. 12	permission for checkride flights outside SWO
	P. 15	grade calculations for AVED 1222 and AVED 4232
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	P. 25	12 b) long cross-country flights
	p. 27	multiengine add-on is part 61
	p. 28	dress code for “all activities at the Flight Center”
	P. 28	Foreflight account with educational discount added
	P. 36	El Reno and F99 removed from not-approved airports (F99 Holdenville Municipal is viable and El Reno does not currently operate)
	P. 45	Appendix G added (Fall 2025 Enrollment Timeline)

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, Assistant Flight Center Manager, or Flight Center 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 a scheduler, at a minimum of once toward the end of each semester for availability during the subsequent semester. Deadlines for availability forms will be communicated via multiple sources, including the students' academic advisors. Students paired with an instructor will be placed on a Master Schedule which will auto-populate on the OSU Flight Center scheduling program. Students will be assigned either a Monday/Wednesday/Friday time block or a Tuesday/Thursday/Saturday time block, which will be reflected on the Master Schedule. Students are required to attend their training events in accordance with their assigned time block on the Master Schedule. Additionally, Sundays may be offered as an optional flying day if the student and instructor agree. If the student and instructor agree to fly and the student no-shows the training event, the no-show will be treated the same as a no-show during an assigned training time. Students and instructors must fly and return aircraft within their assigned time blocks to prevent negative impacts on other students and instructors. All requests to fly outside of an assigned time block, or for extended flights that last longer than an assigned time block, must be approved by Flight Center Management.

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). If a student on the Master Flight Schedule has not flown in more than 4 weeks within a semester in which they are on the Master Flight Schedule without a valid justification, as determined by the Flight Center Manager, Assistant Flight Center Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor, someone from the Flight Center Management may attempt to contact the student at least 3 times. If the student does not respond by the third attempt, the student may be replaced on the Master Schedule by a student from the wait list and may be subject to Flight Review (APPENDIX F). Additionally, students who do not make satisfactory progress in their flight training within a reasonable amount of flight and/or academic time could be referred to the Flight Review Board in accordance with APPENDIX F. Satisfactory progress in flight training within a reasonable amount of flight and/or academic time is defined as the following:

TRAINING / SITUATION	FLIGHT OR ACADEMIC TIME
Private Training	75 flight hours or 48 total semester weeks of enrollment from the first hour of AVED1210 or in AVED1222
Instrument Training	69 flight hours or 48 total semester weeks of enrollment from the first hour of AVED2130 or in AVED2133
Intermediate Training	32 flight hours or 16 total semester weeks of enrollment from the first hour of AVED2120 or in AVED2122

Commercial Maneuvers Training	32 flight hours or 16 total semester weeks of enrollment from the first hour of AVED2140 or in AVED2142
Multiengine Commercial or Single Engine Commercial Training	38 flight hours or 32 total semester weeks of enrollment in AVED 3341 (multi) or AVED 4990 (single engine)
CFI Training	32 flight hours or 48 total semester weeks of enrollment from the first hour of AVED4230 or in AVED4232
Non-availability to Begin a Flight Lab Off a Waitlist or Continue Training for a Flight Lab, Excluding Time Conflicts due to Class Schedules	6 Calendar Months
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 the associated 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 could be eligible for Flight Review.

If a student accepted into the Program never started flying at OSU within 6 months of their first semester of acceptance into the Program, the student could be referred to the Flight Review Board in accordance with APPENDIX F. If a student is medically, administratively, or otherwise prevented from meeting satisfactory progress requirements, the Manager, Assistant Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor must be consulted. All due consideration will be given for student hardships.

It is the student's responsibility to notify Flight Center Management if they are on the Master Flight Schedule but not flying. Once notified, the Flight Center Management will work with the student and instructor to ensure the student is receiving the appropriate training resources and opportunities.

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. The Professional Pilot Program is designed for students to complete one flight lab each semester (for example: AVED 1222 in the fall semester, and AVED 1232 in the spring semester), with the exception of Instrument training (AVED 2133), which typically requires two semesters to complete. If a student progresses in their flight training more quickly than one flight lab per semester, the Flight Center will assess the feasibility of the student enrolling in an additional flight lab. However, this may not be feasible due to variables such as student availability, instructor availability, aircraft availability, weather impacts, and wait lists. The Professional Pilot Program is designed to be a four-year degree, coinciding with the Four-Year Plan created for the option on the College's website. In accordance with Oklahoma State University regulations, students cannot start a flight lab until the beginning of a period of enrollment, which occurs at the beginning of each semester and at 2-week intervals depending on the flight lab (see Appendix G).

COURSE (PPC, FICC)	DUAL HOURS	SOLO HOURS	GROUND	AVG HOURS/WEEK TO COMPLETE
Private 1 (AVED 1222)	24.5	.5	14	2.4
Or, in lieu of AVED 1222: Private 1A (AVED 1210) – must enroll in twice for a total of 2 credits	First credit: 11.2 Second credit: 13.3	First credit: 0 Second credit: .5	First credit: 8 Second credit: 6	First credit: 2.4 Second credit: 2.5
Private 2 (AVED 1232)	29.4	5.6	16	3.2
Or, in lieu of AVED 1232: Private 2A (AVED 1230) – must enroll in twice for a total of 2 credits	First credit: 14.8 Second credit: 14.6	First credit: 2.4 Second credit: 3.2	First credit: 5 Second credit: 11	First credit: 2.8 Second credit: 3.6
Instrument (AVED 2133)	55	0	30	5.3
Or, in lieu of AVED 2133: Instrument 1A (AVED 2130 – need to enroll in this three times for a total of three credits)	First credit: 11.9 Second credit: 19.4 Third Credit: 23.7	First credit: 0 Second credit: 0 Third Credit: 0	First credit: 11 Second credit: 9 Third Credit: 10	First credit: 2.9 Second credit: 3.6 Third Credit: 4.2
Intermediate (AVED 2122)	17.0	3.0	7.5	1.7
Or, in lieu of AVED 2122: Intermediate 1A (AVED 2120) – must enroll in twice for a total of 2 credits	First credit: 6.5 Second credit: 10.5	First credit: 0.0 Second credit: 3.0	First credit: 4.5 Second credit: 3.0	First credit: 1.4 Second credit: 2.1
Maneuvers (AVED 2142)	22.3	2.7	10.0	2.2
Or, in lieu of AVED 2142: Maneuvers 1A (AVED 2140) – must enroll in twice for a total of 2 credits	First credit: 11.6 Second credit: 10.7	First credit: 0.0 Second credit: 2.7	First credit: 5.0 Second credit: 5.0	First credit: 2.1 Second credit: 2.3
Multiengine Commercial (AVED 3341)	20	10 (Acting PIC)	13.5	2.7
CFI (AVED 4232)	25	0	20 (Approx.)	2.8
Or, in lieu of AVED 4232: CFI 1A (AVED 4230) – would	First credit: 10.8	First credit: 0	First credit: 10 (Approx.)	First credit: 2.8

need to enroll in this twice for a total of two credits	Second credit: 14.2	Second credit: 0	Second credit: 10 (Approx.)	Second credit: 2.8

WHEN STUDENTS RECEIVE PERMISSION TO ENROLL IN FLIGHT LABS

Per Oklahoma State University Regulations, the Flight Center is not authorized to grant a student instructor permission to enroll in a flight lab unless it is feasible for the student to complete the flight lab by the end of the semester of enrollment to avoid receiving an Incomplete grade. Students who receive instructor permission to enroll in a flight lab will receive an email from Flight Center Management, which will include the assigned CFI to help establish communication. Additionally, if this is the first flight lab enrollment at OSU for the student, the email will contain a copy of the SOP. Students who receive instructor permission for a flight lab must enroll in the flight lab at the beginning of the semester before the nonrestrictive add/drop deadline or at 2-week intervals before the nonrestrictive add/drop deadline *according to the Flight Center Enrollment Timeline* (Appendix G). The Flight Center will provide an updated enrollment timeline for each fall, spring, and summer semester. Winter Intersession flights labs may be permitted on a case-by-case basis. If a student does not receive instructor permission for their next flight lab before the deadline, or if the student does not enroll in a flight lab they have permission to enroll in before the deadline, they would need to stop their flight training after their current enrollment flight lab and resume flight training at the beginning of the next enrollment period.

Only students who apply to the Pro Pilot Program through the secondary application process and are accepted for the program through the secondary application process are authorized to fly at the Flight Center. If a student intends to leave the Pro Pilot Program and/or change their major or option, they must stop flying and close their flight account at the conclusion of their currently enrolled flight lab (either once they complete the flight lab, or once the flight lab incomplete grade changes to the default grade). If a student changes their major/option or leaves the Pro Pilot Program, they would need to reapply and be accepted through the secondary application process if they desired to return to flight training at the Flight Center.

The following courses will be complete upon successful completion of the annotated flight lessons:

- Private 1 (AVED 1222) is complete upon completion of first solo flight (Flight Lesson 19).
- Private 1A (The First Credit of AVED 1210) is complete upon completion of Flight Lesson 9 of Private.
- Private 1A (The Second Credit of AVED 1210) is complete upon completion of Flight Lesson 19 of Private.
- Private 2A (The First Credit of AVED1230) is complete upon completion of Flight Lesson 31 of Private.
- Intermediate 1A (The First Credit of AVED 2120) is complete upon completion of Flight Lesson 5 (or half of flight lessons) of Intermediate.
- Maneuvers 1A (The First Credit of AVED 2140) is complete upon completion of Flight Lesson 20 (or half of flight lessons) of Maneuvers.

- CFI 1A (First Credit of AVED 4230) is complete upon completion of Flight Lesson 9 (or half of flight lessons) of CFI.

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

- Instrument 1A (The First Credit of AVED 2130) is complete upon completion of Stage 1 of Instrument.
- Instrument 1A (The Second Credit of AVED 2130) is complete upon completion of Stage 2 of Instrument.
- Intermediate (AVED 2122 or the Second Credit of AVED2120) is complete upon completion of the Intermediate Stage Check.
- Maneuvers (AVED 2142 or the Second Credit of AVED2140) is complete upon completion of the Stage Check.

The following courses will be complete upon successful completion of the End of Course:

- Private 2 (AVED 1232 or the second credit of AVED1230).
- Instrument 1A (The Third Credit of AVED 2130).
- Multiengine Commercial (AVED 3341) or Single Engine Commercial (AVED 4990)
- CFI (AVED 4232 or the second credit of AVED4230).

A student cannot progress from Private to Instrument, from Instrument to Intermediate, or from Multiengine or SE Commercial to CFI until they complete the associated FAA Practical Test.

Like all classes, flight lab enrollments will comply with OSU enrollment policy, which will require enrolling during open enrollment window and before the nonrestrictive drop/add deadline. Refer to OSU Academic Calendar for specific dates and Appendix G for enrollment deadlines. Additionally, students may be prohibited from enrolling in a flight lab if it is not reasonably feasible for them to complete 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 grade of I (Incomplete) with an accompanying default grade and extension deadline. If the student does not complete the flight lab requirements, the default grade will become the permanent grade after the extension deadline. Students can see the extension deadline for an Incomplete grade in the View Grades tab of their Student Profile page on Banner. Before the extension deadline, 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 a passing grade but the student did not complete the FAA requirements to move on to the next flight training course, successful completion of the FAA requirements will require completion of all course content if the student is permitted to remain in the Pro Pilot Program.

The maximum time allowed for an extension for each flight lab is the following:

TRAINING / SITUATION	EXTENSION DEADLINE
Private Training: AVED1210(2) or AVED1222 AVED1230(2) or AVED1232	A student is expected to complete Private Training in 48 semester weeks.
Instrument Training: AVED2130(3) or AVED2133	A student is expected to complete Instrument Training in 48 semester weeks.
Intermediate Training: AVED2120(2) or AVED2122	A student is expected to complete Intermediate Training in 16 semester weeks.
Commercial Maneuvers Training: AVED2140(2) or AVED2142	A student is expected to complete Maneuvers Training in 16 semester weeks.
Multiengine Commercial (AVED 3341) or SE Commercial Training (AVED 4990)	A student is expected to complete Multi Commercial Training or SE Commercial Training in 32 semester weeks.
CFI Training: AVED4230(2) or AVED4232	A student is expected to complete CFI Training in 48 semester weeks.

WAIT LIST

When enrollment exceeds course capacity, a student's availability does not match the available vacancies on the Master Schedule, or a student does not submit an availability form, 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), unless the availability of the first student on the wait list does not match the available vacancies on the Master Schedule, which could result in the next student being offered the vacancy if their availability matches the available vacancies. Additionally, if a student on a wait list does not elect to fly during a summer semester, but a student behind them on the wait list does elect to fly in the summer semester, the student who elects to fly in the summer would be allowed to move to the flying list ahead of the person who did not elect to fly in the summer if a flight block became available for the summer semester. A new student's first-semester wait list position will be determined by (1) nearness to graduation determined by credit hours on academic record on or before August 1st, (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 or simulator event should be substituted - students should expect to attend

all scheduled training events. Instructors are not authorized to cancel a lesson due to weather from any location other than the Flight Center before a flight (e.g. instructors cannot cancel a flight from their house), and instructors are not authorized to cancel a lesson due to weather at any time before their scheduled departure time. 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 for an Unexcused NO-SHOW. Students issued a NO-SHOW will have one week after the missed training event to appeal the NO-SHOW penalty to determine if it will be considered Excused or Unexcused, 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 Flight Center Manager or Assistant Flight Center Manager within one week of the missed event to explain the NO-SHOW. At the discretion of the Flight Center Manager or Assistant Flight Center Manager, 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 constitute 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.

Examples of Unexcused NO-SHOWs include, but are not limited to: Insufficient funds in flight account, needing time to study, missing a unit requirement, late due to traffic, were unaware of when to show up for a lesson, left for spring break early, went on vacation, etc.

OSU Club activities or other mandated organizational or class activities beyond three events per semester will be unexcused no shows. The student must notify the instructor before these events occur. The student must also clear these absences with Flight Center Management before the absence occurs. Activities not cleared before an absence may be unexcused no-shows and subject to a $100 fee.

Examples of Excused NO-SHOWs include, but are not limited to: student was sick (could be asked to provide a written physician's note), a scheduled common exam for an academic course (such as College Algebra or Physics), students who are required to participate in official university-sponsored activities or military training, etc.

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. Unexcused NO-SHOWs also impact a student's flight lab grade.

Students enrolled in summer flight labs may receive accommodations for vacations as follows: a student may have 10 *sequential* days with the first absence designated an unexcused no-show and subject to a $100 fee. Following lessons will be considered excused within this 10-day period. Students must notify Flight Center Management and their instructor before absences occur. Absences after 10 sequential days will be an

unexcused no-show and incur a $100 fee. Other absences within the summer semester will follow the policies stipulated for fall and spring semesters.

SCHEDULING OF CHECKING EVENTS

Checking events (stage checks, end of course events, and checkrides) are scheduled by a student's CFI through the Checking Event Scheduler, who is designated by the Flight Center Management. Students on the checking event waitlist will be prioritized by EOC date, if applicable. Declines in checkride opportunities are subject to the student being moved down the waitlist. SE and ME add-on checking events will be prioritized by submission date of the Checkride Request Form. Instructors in need of a CFII or MEI checkride may receive priority scheduling based on Flight Center demands.

Students must be ready for their checking event 7 days prior to their scheduled event to accommodate changes in the DPEs schedule. Students who turn down a checkride event within 7 days prior to their originally scheduled event may be moved down the waitlist. Once scheduled, if a student's checking event is canceled due to weather, aircraft maintenance, or an excused no-show, their checking event will be prioritized to be rescheduled at the next available time. However, checking events for other students already scheduled for a checking event will not be impacted (i.e. rescheduling a student will not "bump" another student from their already scheduled checking event). If a student fails a checking event or has an unexcused no-show for a checking event, they may be moved to the bottom of the priority list for rescheduling their checking event.

The OSU Flight Center will assist with DPE scheduling. However, students are welcome to schedule with DPEs outside of the scheduling provided at the Flight Center. Plane availability for flights outside of SWO scheduling must be approved by the Flight Center Manager. Students taking checkrides outside of SWO will be accompanied by their instructor.

FLIGHT/CLASS CONFLICT

Students should NOT schedule flights that conflict with other classes or academic events. Missing a class due to an improperly scheduled or prolonged flight, intentionally or unintentionally, will be considered unexcused. Professors are not obligated to provide accommodations for missed classes or graded events (quizzes, exams, etc.) due to time conflicts with a flying event.

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 are determined as indicated below. Grades for a zero-ending course enrollment of more than 1 credit are averaged for a final grade:

AVED 1230 Private Flight Lab 2A (1 Credit Hour - Second Credit Hour of AVED 1230)

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

AVED 1232 Private Flight Lab II

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

AVED 2130 Instrument 1A (1 Credit Hour – First Credit Hour of AVED 2130)

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and Stage Check 1	100%

AVED 2130 Instrument 1A (1 Credit Hour – Second Credit Hour of AVED 2130)

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and Stage Check 2	100%

AVED 2130 Instrument 1A (1 Credit Hour – Third Credit Hour of AVED 2130)

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and Stage Check 3/End-Of-Course	50%
FAA Private Pilot Knowledge Exam**	50%

AVED 2133 Instrument Flight Lab

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

AVED 2120 Intermediate Flight Lab 1A (1 Credit Hour – Second Credit Hour of AVED 2120)

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and Stage Check	100%

AVED 2122 Intermediate Flight Lab

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and Stage Check	100%

AVED 2140 Comm Maneuvers Flight Lab 1A (1 Credit Hour – Second Credit Hour of AVED 2140)

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and Stage Check	100%

AVED 2142 Commercial Maneuvers Flight Lab

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and Stage Check	100%

AVED 3341 Multiengine Commercial or AVED 4990 Single Engine Commercial Flight Labs

GRADED EVENT*	GRADE WEIGHT
Stage Proficiency and 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. The numeric value of the Stage Proficiency and Stage Check used to calculate the final course grade is determined by the amount of Unsatisfactory lessons, Unexcused No Shows, and/or Failed Stage Check Events within that stage, combined with the average of the final passing Stage Check Event(s). This is completed by calculating the average of the final passing Stage Check Event(s) within the stage (100 for A, 89 for B, 79 for C, 69 for D), then subtracting the following:

- 2 points off for every Unsatisfactory lesson within the stage included in the grade
- 2 points off for every Unexcused NO-SHOW within the stage included in the grade
- 8 points off for an F in an earlier checking event within the stage included in the grade

For a course in which the student passed all of the required Stage Check Event(s), the lowest possible final grade for the course is a C.

Final course grades shall be the average of the Graded Events 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
70-79%	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 1210 Private 1A (The First Credit Hour of AVED 1210)
- AVED 1230 Private 2A (The First Credit Hour of AVED 1230)
- AVED 2120 Intermediate 1A (The First Credit Hour of AVED 2120)
- AVED 2140 Commercial Maneuvers 1A (The First Credit Hour of AVED 2140)

0 - 2 Combination of Unsatisfactory Lessons or Unexcused NO-SHOWS	A
3 - 4 Combination of Unsatisfactory Lessons or Unexcused NO-SHOWS	B (Maximum)
5 - 6 Combination of Unsatisfactory Lessons or Unexcused NO-SHOWS	C (Maximum)
7 - 8 Combination of Unsatisfactory Lessons or Unexcused NO-SHOWS	D (Maximum)
9+ Combination of Unsatisfactory Lessons or Unexcused NO-SHOWS	F

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

- AVED 1210 Private 1A (The Second Credit Hour of AVED 1210)
- AVED 4230 Flight Instructor Flight Lab 1A (The First and the Second Credit Hours of AVED 4230)
- 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 NO-SHOWS	A
2 stage or EOC tests failed and less than 3 NO-SHOWS	B (Maximum)
3 or more stage and/or EOC tests failed and less than 3 NO-SHOWS	C (Maximum)
Did not complete course requirements before the Incomplete grade changed to the default grade – or – The student left the Program without completing the course requirements	F

Grade assignments for the following courses will be determined by using the above table for each stage of the flight lab, and then averaging the two grades for the final grade:

- AVED 1222 Private Flight Lab I
- AVED 4232 Flight Instructor Flight Lab

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 Standing 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 EXAMINATON process which involves a written examination over course-specific material. The Advanced Standing Credit exam will be offered at the OSU Flight Center Dispatch, Monday – Friday, 0800 – 1700. 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.

Students entering the program with their Private Pilot Certification must complete the ASE exam by Flight Lesson 1 of Instrument. Applicants who fail the ASC exam will receive no credit, though the exam may be retaken with approval from the Flight Center 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 semester 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. There will be no Advanced Standing Credit available for students who complete a certification outside of OSU after they start their flight training at OSU.

FLIGHT HOUR CREDIT

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).

FLIGHT TIME EARNED BEFORE ATTENDING OSU

Transferring students beginning the Professional Pilot Curriculum (PPC) with a previously earned Private Certificate will receive credit for 60 hours toward the PPC total time if they have a minimum of 60 hours of flight training received (including solo time earned toward Private Pilot Certification).

Transferring students who earned their Instrument Rating before attending OSU must use the Commercial Pilot Certification Curriculum (CPCC), and will receive a maximum of 35 hours of Private Certificate training plus a maximum of 35 hours of Instrument Rating training for credit towards the OSU–mandated Part III Stage 1 CPCC Total of 140 hours.

PRIVATE PILOT FLIGHT HOUR REQUIREMENT

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 time building to accumulate 60 hours before starting Instrument training.

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. An assessment will be made of all students conducting their Private Training after Stage 2 to determine if they will finish their Private Training under Part 141 or under Part 61. Students who achieve the following will remain under Part 141:

- Earn grades of A in all oral and flight stage checks for Stage 1 and Stage 2. ***However, if a student under Part 141 fails their Private Pilot Airman Knowledge Exam, they may be required to train under Part 61.**

All other students who resume their Private Training under Part 61 will resume Part 141 status upon matriculation into the Instrument rating course (AVED 2133 or AVED 2130). Part 61 training in the Private Pilot course will not affect R-ATP eligibility. The purpose of this policy is to pursue examining authority for the Private course, which would have a number of benefits for the students, such as in-house checkrides, flexibility of scheduling, and potentially reduced financial costs.

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 should complete an exit interview with the Flight Center Manager or Chief Flight Instructor for their own benefit. This exit interview will address important course completion requirements and FAA flight test eligibility.

Before requesting to substitute any AVED courses required by the Professional Pilot degree sheet, it is the student's responsibility to contact the Flight Center Manager to determine if a substitution would negatively impact their Restricted ATP 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 acceptance into 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.

Note that online deposits are transferred to student accounts at 10:00 a.m. and 4:00 p.m. M-F. Students should plan accordingly for weekend or late flights as funds may not be available in the Flight Center account for up to 48 hours. Flight costs may NOT be charged to a student’s Bursar account. The initial $1000 deposit after being accepted into the program is 100% refundable if requested before February 1st, 75% refundable if

requested from February 1st until April 30th, and 50% refundable if requested on or after May 1st. These dates are during the spring semester immediately leading up to the fall semester in which the student was accepted to start the OSU flight training program.

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.

The Flight Center Office Manager can withdraw all funds from a student's flight account upon request from the student. No partial withdrawals are allowed, all funds must be withdrawn if there is a withdrawal request. Students requesting to withdraw all of their flight account funds must contact the Flight Center Office Manager over the phone, who then starts the withdrawal process. The withdrawal process could take up to approximately 6-8 weeks and will result in either the funds being applied toward the student's Bursar bill or the student being mailed a refund check. Withdrawal of funds from the student account will not be authorized except in the following situations:

1. Completion of training.
2. Removal from flight training program.
3. Student voluntarily leaves the flight training program.

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. Students who started the flight training program and are removed from the flight program will be refunded their remaining flight account balance. Those students who do not respond to Flight Center Management to complete this will have their flight account balance refunded to their Bursar account as that would be the only method available to clear their flight account.

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 discretion 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 Flight Center 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 staring 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 wells 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) Long IFR cross-country flights must include straight line 250+ nautical miles between airports regardless of preferred or ATC assigned routing if recommended route is not possible.
c) Landing fees incurred during cross-country flight will be the responsibility of the student.
d) Students will be responsible for confirming that airports/FBO's of intended use will honor OSU-issued Multi-Service and/or MasterCard credit cards.
e) 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.
f) 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.
g) 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).
h) No passengers will be allowed on solo cross-country flights.
i) 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 E).
j) OSU fuel cards must be used for refueling on cross-country flights, which can be signed for from the Flight Center Dispatch desk. The fuel cards, along with the receipts of fuel purchases, must be returned to Dispatch after the flight.

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°C) 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.

15. 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 Flight Center 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) Each airport used during night training flights must have permanent and operable runway lights.
u) 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.
v) Students should bring a form of payment with them that can be used for hotel and food costs if there is a mechanical issue that requires them to stay the night at a location away from Stillwater.

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 Piot Certification Course under part 61, as detailed in PART 61 TRAINING above. Additionally, the Commercial Single Engine Add-On and Multiengine 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 activities at the Flight Center. 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 (Talon ETA). 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).
12. Non-educational flights and simulators (e.g. maintenance flights, software demonstration flights, instructor continuing education flights, FAA instructor standardization flights, OSU Flying Aggies flights, OSU Flying Aggies Flight Team flights, etc.) must have an authorization request submitted in Talon ETA. The only authorized approvers of these non-educational flight authorization requests are the Flight Center Manager, the Assistant Flight Center Manager, the Chief Flight Instructor, or the Assistant Chief Flight Instructor. Additionally, non-educational flight or simulation authorization requests cannot be approved by the individual taking the flight or simulation.

REQUIRED & RECOMMENDED ITEMS

All students are required to have either (1) their US Passport; or (2) their US Driver’s License and Original Birth Certificate (not a copy). These items are TSA requirements for in-processing and must not be expired. These will be given back to the student once a copy is made. Students must bring in a new US Passport or US Driver’s License if it expires before they graduate from the program.

All students are required to have the following items: Medical Certificate (minimum of a Class III), an iPad, a Foreflight© account (to get educational discount, send your okstate email address to Flight Center Manager), a headset, a logbook, a fuel sampler (recommend “Gats Jar”), fuel gauge, OSU Maneuver Sequence document, and an Aircraft Checklist. Additionally, students must have the appropriate curriculum for their training:

OSU Professional Pilot Curriculum (PPC – for Private and Instrument, and for students who started Intermediate, Commercial Maneuvers, and/or Multiengine on the PPC), the OSU Commercial Pilot Certification Curriculum (CPCC – for students who started Intermediate, Commercial Maneuvers, and/or Multiengine on the CPCC), and the OSU Flight Instructor Certification Curriculum (FICC – for CFI).

All students are recommended to have the following items: a Plotter, a E6B, a View Limiting Device, a Knee Board, the Pilot's Handbook of Aeronautical Knowledge, the Airplane Flying Handbook, a current version of the FAR/AIM, the Private or Instrument Pilot Oral Exam Guide, and a Paper Chart (some classes may require this).

REPORTING REQUIREMENTS

Instructors are required to immediately report the following incidents to a member of the Flight Center Manager, Chief Flight Instructor, Assistant Flight Center Manager, or Assistant Chief Flight Instructor:

1. Violation of FAA regulations
2. Aircraft off runway
3. Aircraft damage
4. Injuries that occurred during a training event
5. Inoperable aircraft at an airport other than Stillwater Regional Airport
    a. If an aircraft must be secured at an airport other than Stillwater Regional Airport overnight, the pilot is to secure the SD card and provide it to the OSU Flight Center Maintenance staff to assist with identifying the potential issue.

The above is not an all-inclusive list, students and instructors are required to report situations in accordance with OSU, local, state, and federal regulations.

All students and instructors are encouraged to submit safety reports on Talon SMART, which can be anonymous, about situations that cause them concern. These reports are reviewed by the Flight Center Management, who can use the reports to address areas of concern and promote safety standards. Students and instructors can submit a Talon SMART report by logging into Talon ETA, then clicking on the Talon SMART Icon on the top right of the screen, to the left of the Log Out button. Additionally, all students and instructors are encouraged to immediately notify a member of the Flight Center Management about concerning situations, so the Management team can address the concerns in a timely manner.

In accordance with the FAA Advisory Circular (AC) 70-2B, reporting of laser illumination of aircraft, all pilots are requested to immediately report incidents of unauthorized laser illumination by radio to the appropriate ATC controlling facility. Upon arrival at destination, all pilots and passengers affected by an unauthorized laser illumination are requested to complete the FAA Laser Beam Exposure Questionnaire (https://www.faa.gov/aircraft/safety/report/laserinfo/report_incident) in order to provide critical information in support of law enforcement efforts to identify and apprehend the responsible parties.

SUSPENSION/TERMINATION

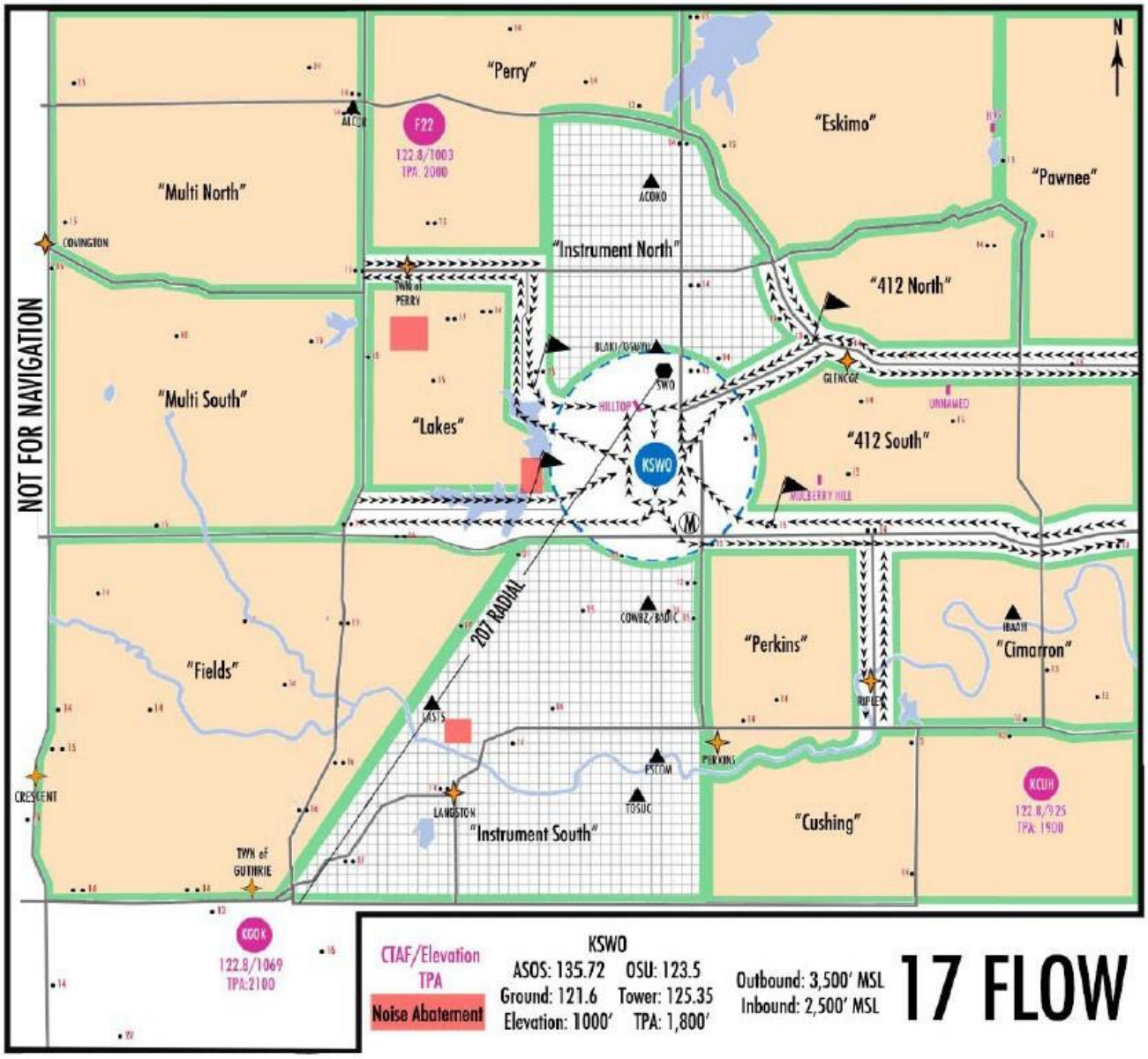
A student may be immediately suspended from flight status and/or the flight training program for any of the following reasons:

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 Flight Center 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 F.

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 F).

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.

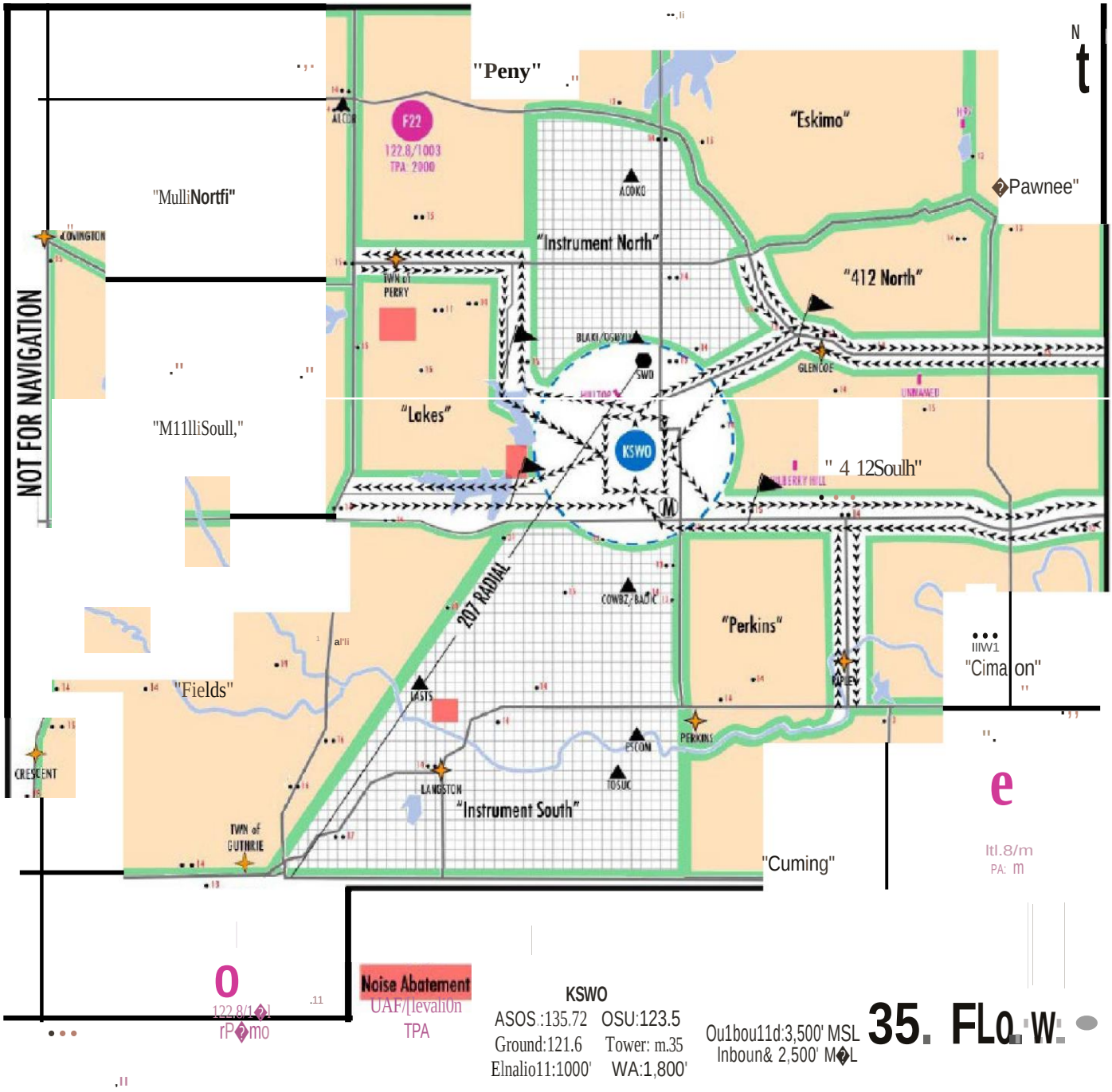
Northwest “McMurtry Arrival”:

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.


"Peny"
"Eskimo"
"Pawnee"
F22
122.8/T003
TPA: 2900
"Mulli Nortfi"
"Instrument North"
"412 North"
"Lakes"
"M11lliSoull,"
" 4 12Soulh"
KSWO
207 RADIAL
"Perkins"
"Fields"
"Cima on"
"Instrument South"
"Cuming"
NOT FOR NAVIGATION
CRESCENT
TWN of GUTHRIE
TWN of PERRY
LANGSTON
PERKINS
SWO
GLENCOE
Noise Abatement
UAF/[levali0n
TPA
KSWO
ASOS :135.72 OSU:123.5
Ground:121.6 Tower: m.35
Elnalio11:1000' WA:1,800'
Ou1bou11d:3,500' MSL
Inboun& 2,500' M L
35. FLO. W:

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 1mile 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)
Seminole (57)
Fairview (68)
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)

Littlerock, 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	8OF
ATOKA	AQR
BEAVER	K44
BOISE CITY	17K
CARNEGIE	86F
CHATTANOOGA	92F
CHEYENNE	93F
SAM RIGGS	K11
COALGATE	O8F
COOKSON	44M
DAVIS	97F
ERICK	O13
EUFAULA	FO8
FREEDOM	K77
GRANDFIELD	1O1
HASKELL	2K9
HEALDTON	F32
HOOKER	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

NAVIGATION LOG

Aircraft Number	N	Notes

Check Points (Fixes)	VOR Ident Freq.	Course (Route)	Altitude	Wind Dir. Vel. Temp.	CAS TAS	TC -L +R WCA	TH -E +W Var.	MH ± Dev.	CH	Dist. Leg Rem.	GS Est. Act.	Time Off ETE ATE	ETA ATA	GPH Fuel Rem.
									Totals					

Flight Plan and Weather Log on Reverse Side

Airport & ATIS Advisories

Departure		Destination
	ATIS Code	
	Ceiling & Visibility	
	Wind	
	Altimeter	
	Approach	
	Runway	
	Time Check	

Airport Frequencies

Departure		Destination	
ATIS		ATIS	
Gnd		Apch	
Tower		Tower	
Dep		Gnd	
CTAF		CTAF	
FSS		FSS	
UNICOM		UNICOM	
Field Elev.		Field Elev.	

Block In		Log Time
Block Out		

SCALE 1:500,000 SECTIONAL AERONAUTICAL CHARTS

APPENDIX E – 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 F – Flight Review Process

The Flight Review Process is designed to determine why a student is experiencing challenges in their flight training and 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, as defined in the Flight Scheduling & Attendance section and General policies section of the Flight Center SOP
- 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 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. A checking event with both a ground lesson and a flight lesson are considered the same “lesson” for the purpose of the Flight Review Process.
- Threshold 2 – An FAA incident or accident, as defined in NTSB 830.2.
- Threshold 3 – Unsatisfactory training progress pursuant to the Flight Center 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 indicate a possible threat to self or others.

The general overview of the full Flight Review Process for Threshold 1 and 2 includes:

a) Initiated by any of the five, or any combination of the five, thresholds described above.
b) Review of student flight records, a Flight Center Management meeting with the student’s primary instructor, and a Flight Center Management meeting with the student.
c) Assigned Practice Flight(s) and/or Ground Lesson(s).
d) Initial Flight Review with ACI or Designated Check Airman (DCA).
e) Assigned Practice Flight(s) and/or Ground Lesson(s).
f) Final Flight Review with ACI or CI.
g) Assessment and recommendation from Flight Review Board.
h) Assessment and decision from School of Educational Foundations, Leadership &

Aviation (SEFLA) School Head.

The Flight Review Board consists of the ACI, CI, AFCM, FCM, and an AVED faculty member. If one or more of these individuals is unable to physically attend the Flight Review Board, they may provide their recommendation via email for consideration. Additionally, if one of these individuals is out of the office for a prolonged period of time, the Flight Review Board may meet and make its decision without the member. At least three individuals must be included in the Flight Review Board, either physically or via email correspondence. Flights flown during this process are at the students' expense.

Please use the accompanying flow chart graphics, interwoven in the text, for a visualization of the five Flight Review Process steps. The following is a detailed outline of the 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:

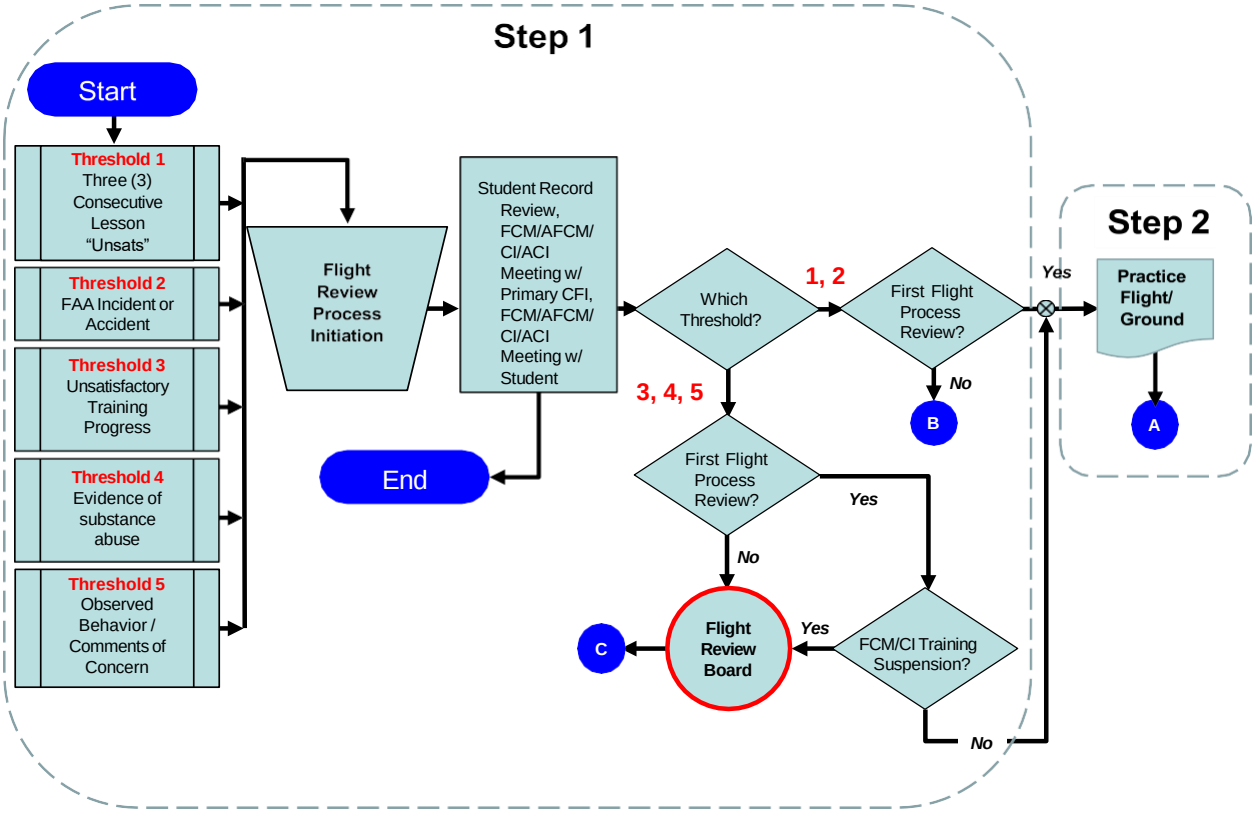
- Threshold 1 – Any flight lesson graded as unsatisfactory three consecutive times, and will only apply to students who have completed at least 25 flight hours at OSU. A checking event with both a ground lesson and a flight lesson are considered the same "lesson" for the purpose of the Flight Review Process.
- 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 Flight Center 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 indicate a possible threat to self or others.

Once a threshold has been met, the process will initiate with a review of the student's records and a meeting between the student's primary instructor and the FCM, AFCM, CI, or ACI. There will be a separate meeting between the student and the FCM, AFCM, CI, or ACI. The student will be briefed by the FCM, AFCM, CI, or ACI on the Flight Review Process steps to be taken. If the Flight Center Management (FCM, AFCM, CI, or ACI) makes three separate attempts to contact the student in Flight Review and the student fails to respond within two weeks of the third attempt, the student can immediately be referred to the Flight Review Board.

The FCM, AFCM, CI, and ACI 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 will return to flight status. If the Flight Review Process is to be continued, subsequent actions depend upon the triggering threshold.

If threshold 3 is the reason for initiating the Flight Review Process, due to criteria described in Flight Scheduling & Attendance and General Policies, the student can be immediately referred to the Flight Review Board after Step 1 without progressing through Steps 2-4 below. Additionally, if threshold 4 or 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 immediately be referred to the Flight Review Board without progressing through Steps 2-4. The Flight Review Board will contact additional appropriate OSU services to assist the student based on University services and/or policies.

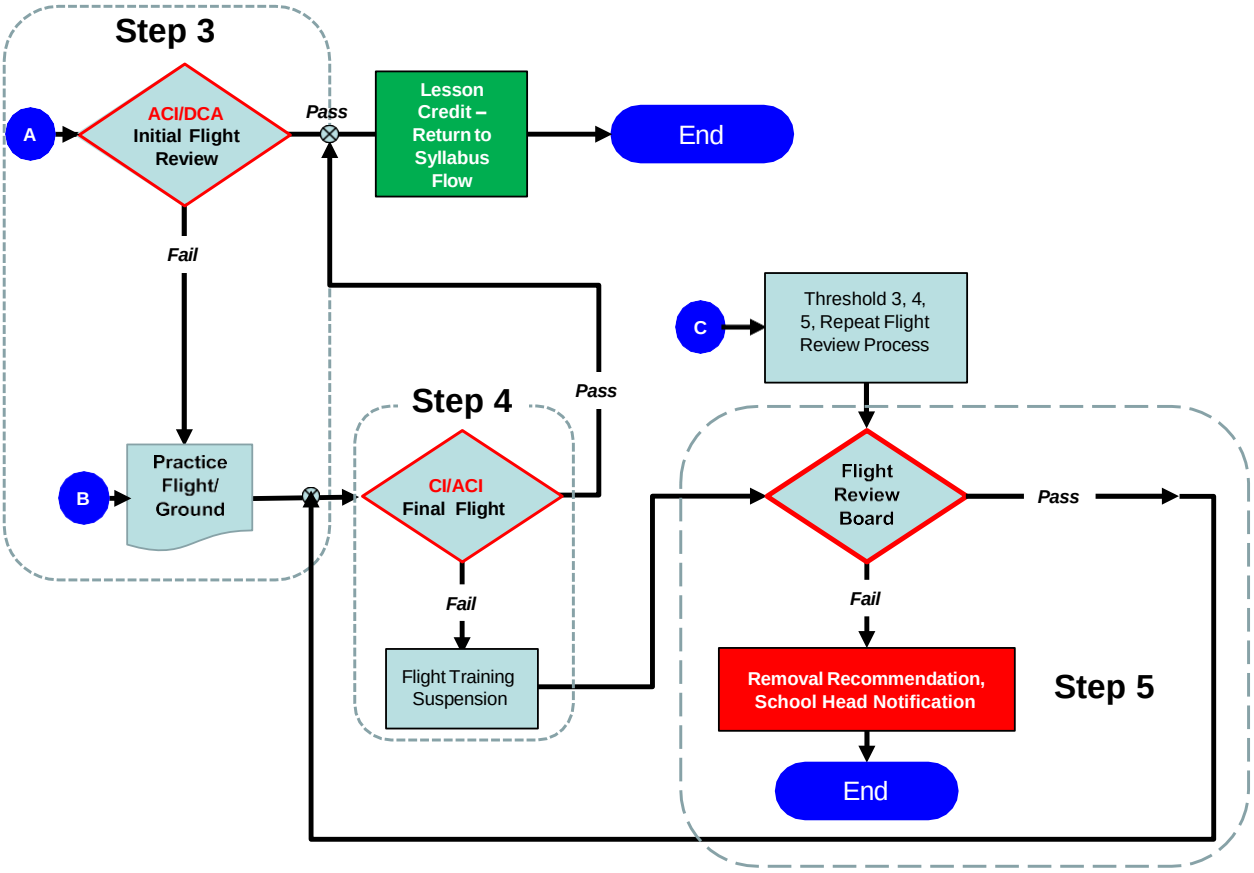
If a student has been evaluated via the Flight Review Process before, the student will advance directly to Step 4, a practice flight and/or ground lesson may be offered and the student will be referred to the CI or ACI for a Final Flight Review.



Step 2 - Once the Flight Review Process has begun and the review of the student's records have been finalized, practice flight and/or ground lessons may be offered for the student. However, a practice flight may not be assigned if the threshold is behavioral in nature and/or if 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. Practice flights will be conducted by the student's primary flight instructor unless the student requests another flight instructor. A practice event cannot progress the student under Flight Review in the course syllabus (e.g. if a student is in Flight Review for lesson 60 of multi-engine, they cannot receive a Satisfactory for lesson 60 resulting from a practice flight to move to lesson 61 for Step 3 - Initial Flight Review).

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 either an ACI or a DCA. The ACI/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 student may be offered additional practice flight and/or ground lessons and will progress to Step 4 – Final Flight

Review.



Step 4 – The CI or ACI will administer the Final Flight Review. An ACI can only administer the Final Flight Review if they were not the one who administered the student's Initial 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 will 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 and will progress to Step 5 – Flight Review Board.

Step 5 - Upon failure of a Final Flight Review, or a reason stated above to be referred to Step 5 without progressing through Steps 2-4 of the Flight Review Process, the students' complete records (practice flights, Initial Flight review, and Final Flight Review flights, etc.) will be reviewed by the Flight Review Board. The intent of the Flight Review Board is to ensure the Flight Center and flight training program provided satisfactory resources to support the student's flight training, and to determine if the 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. After reviewing the student's records, the Flight Review Board may recommend a re-examination by the CI, or recommend 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. If the SEFLA School Head concurs with the Flight Review Board's recommendation, they will initiate the academic process to remove the student from the flight training program. If the SEFLA School Head does not concur with the Flight Review Board's recommendation, they will notify the FCM or CI and determine the best course of action to support the student's training. After the Board makes its decision, the Board will notify the student of their opportunity to be re-examined by the CI or of the Board's recommendation to remove the student from flight training, pending the SEFLA School Head's decision.

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 directly to a Final Flight Review with the CI or ACI; whereas training progress/behavior-issue students (Threshold 3, 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, AFCM, CI, or ACI on the requirements that must be met by the student to continue flight training.

If a student in Flight Review does not meet a deadline or attend a scheduled event throughout the Flight Review Process (e.g. deadline for practice events, Initial Flight Review, Final Flight Review, etc.) without a valid justification or without an extension granted, as determined by the Flight Center Management (FCM, AFCM, CI, or ACI), the Flight Review Process can transition to the next step of the Flight Review.

Flight Review Board Members:

Mr. Lance Fortney
OSU Flight Center Manager (FCM)

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

Ms. Cara Brun
OSU Assistant Flight Center Manager (AFCM)

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

An AVED Faculty Member

After Recommendation Provided to SEFLA School Head by Flight Review Board:

1. The SEFLA School Head reviews the summary of training and recommendation from the Flight Review Board to determine if the Flight Center has appropriately supported the student in resources (flight assets, instructors and examiners) for the student to complete satisfactory training required to effectively progress through the OSU flight training program.

2. The SEFLA School Head provides a signed letter or email, outlining their decision to support or object to the Flight Review Board's recommendation to remove the student from flight training, to the student, the College of Education and Human Sciences Associate Dean for Academic Affairs, the FCM, and the student's Academic Advisor.

    a) If the SEFLA School Head decides to remove the student from flight training:

        The student is required to close their flight account at the Flight Center and is encouraged to meet with their Academic Advisor to explore alternate opportunities to maximize their academic experiences at OSU.

        If the student wishes to appeal the SEFLA School Head's decision, based on failure to substantially follow published Flight Review policy or procedure, they may appeal to the College of Education and Human Sciences Associate Dean for Academic Affairs. It is the responsibility of the student to schedule a meeting with the Associate Dean for Academic Affairs if they wish to appeal. The Associate Dean for Academic Affairs provides their decision, in writing, for any appeals to the student, SEFLA School Head, FCM, and CI.

    b) If the SEFLA School Head, or Associate Dean for Academic Affairs in the case of an appeal, reinstates the student to continue their flight training:

        The signed letter or email provided by the SEFLA School Head or Associate Dean for Academic Affairs outlines their expectations of the student to remain in the flight training program and the student meets with the FCM/AFCM to discuss the conditions of their continuation in the flight training program.

3. A copy of the student's completed Flight Review Process routing sheet will be kept on file at the Flight Center.

4. For Any Flight Review Board resulting in students continuing their flight training:

    Any subsequent Flight Review Process 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 or ACI; 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, AFCM, CI, or ACI on the requirements that must be met by the student to continue flight training.

Appendix G

Fall 2025 Enrollment Timeline

Private Stage 1students may continue enrollment through August 25, 2025.					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
60279	AVED	1222	Private Flight Laboratory I	Aug 18, 2025	Aug 25, 2025

Private Stage 1A students may continue enrollment through October 20, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69361	AVED	1210	Private Flight Laboratory 1A	Aug 18, 2025	Aug 25, 2025
71103	AVED	1210	Private Flight Laboratory 1A	Sep 2, 2025	Sep 8, 2025
71064	AVED	1210	Private Flight Laboratory 1A	Sep 15, 2025	Sep 19, 2025
71065	AVED	1210	Private Flight Laboratory 1A	Sep 29, 2025	Oct 2, 2025
68351	AVED	1210	Private Flight Laboratory 1A	Oct 13, 2025	Oct 15, 2025
71066	AVED	1210	Private Flight Laboratory 1A	Oct 27, 2025	Oct 28, 2025

Private Stage 1B students may continue enrollment through October 28, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69361	AVED	1210	Private Flight Laboratory 1A	Aug 18, 2025	Aug 25, 2025
71103	AVED	1210	Private Flight Laboratory 1A	Sep 2, 2025	Sep 8, 2025
71064	AVED	1210	Private Flight Laboratory 1A	Sep 15, 2025	Sep 19, 2025
71065	AVED	1210	Private Flight Laboratory 1A	Sep 29, 2025	Oct 2, 2025
68351	AVED	1210	Private Flight Laboratory 1A	Oct 13, 2025	Oct 15, 2025
71066	AVED	1210	Private Flight Laboratory 1A	Oct 27, 2025	Oct 28, 2025

Private Stage 2 and Stage 3 students may continue enrollment through October 2, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
60280	AVED	1232	Private Flight Laboratory II	Aug 18, 2025	Aug 25, 2025
71105	AVED	1232	Private Flight Laboratory II	Sep 2, 2025	Sep 8, 2025
71080	AVED	1232	Private Flight Laboratory II	Sep 15, 2025	Sep 19, 2025
71081	AVED	1232	Private Flight Laboratory II	Sep 29, 2025	Oct 2, 2025

Private Stage 2 students may continue enrollment through October 2, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69362	AVED	1230	Private Flight Laboratory 2A	Aug 18, 2025	Aug 25, 2025
71104	AVED	1230	Private Flight Laboratory 2A	Sep 2, 2025	Sep 8, 2025
71076	AVED	1230	Private Flight Laboratory 2A	Sep 15, 2025	Sep 19, 2025
71077	AVED	1230	Private Flight Laboratory 2A	Sep 29, 2025	Oct 2, 2025

Private Stage 3 students may continue enrollment through October 27, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69362	AVED	1230	Private Flight Laboratory 2A	Aug 18, 2025	Aug 25, 2025
71104	AVED	1230	Private Flight Laboratory 2A	Sep 2, 2025	Sep 8, 2025
71076	AVED	1230	Private Flight Laboratory 2A	Sep 15, 2025	Sep 19, 2025
71077	AVED	1230	Private Flight Laboratory 2A	Sep 29, 2025	Oct 2, 2025
68352	AVED	1230	Private Flight Laboratory 2A	Oct 13, 2025	Oct 15, 2025
71078	AVED	1230	Private Flight Laboratory 2A	Oct 27, 2025	Oct 28, 2025

Instrument Stage 1students may continue enrollment through October 13, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69364	AVED	2130	Instrument Flight Laboratory 1A	Aug 18, 2025	Aug 25, 2025
71107	AVED	2130	Instrument Flight Laboratory 1A	Sep 2, 2025	Sep 8, 2025
71093	AVED	2130	Instrument Flight Laboratory 1A	Sep 15, 2025	Sep 19, 2025
71094	AVED	2130	Instrument Flight Laboratory 1A	Sep 29, 2025	Oct 2, 2025
68354	AVED	2130	Instrument Flight Laboratory 1A	Oct 13, 2025	Oct 15, 2025

Instrument Stage 2 and Stage 3 students may continue enrollment through October 6, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69364	AVED	2130	Instrument Flight Laboratory 1A	Aug 18, 2025	Aug 25, 2025
71107	AVED	2130	Instrument Flight Laboratory 1A	Sep 2, 2025	Sep 8, 2025
71093	AVED	2130	Instrument Flight Laboratory 1A	Sep 15, 2025	Sep 19, 2025
71094	AVED	2130	Instrument Flight Laboratory 1A	Sep 29, 2025	Oct 2, 2025
68354	AVED	2130	Instrument Flight Laboratory 1A	Oct 13, 2025	Oct 15, 2025

Intermediate students may continue enrollment through October 28, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
60288	AVED	2122	Intermediate Flight Lab	Aug 18, 2025	Aug 25, 2025
71106	AVED	2122	Intermediate Flight Lab	Sep 2, 2025	Sep 8, 2025
71089	AVED	2122	Intermediate Flight Lab	Sep 15, 2025	Sep 19, 2025
71091	AVED	2122	Intermediate Flight Lab	Sep 29, 2025	Oct 2, 2025
62130	AVED	2122	Intermediate Flight Lab	Oct 13, 2025	Oct 15, 2025
71092	AVED	2122	Intermediate Flight Lab	Oct 27, 2025	Oct 28, 2025

Intermediate Stage 1 and 2 students may continue enrollment through November 11, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69363	AVED	2120	Intermediate Flight Laboratory 1A	Aug 18, 2025	Aug 25, 2025
71931	AVED	2120	Intermediate Flight Laboratory 1A	Sep 2, 2025	Sep 8, 2025
71085	AVED	2120	Intermediate Flight Laboratory 1A	Sep 15, 2025	Sep 19, 2025
71086	AVED	2120	Intermediate Flight Laboratory 1A	Sep 29, 2025	Oct 2, 2025
68353	AVED	2120	Intermediate Flight Laboratory 1A	Oct 13, 2025	Oct 15, 2025
71087	AVED	2120	Intermediate Flight Laboratory 1A	Oct 27, 2025	Oct 28, 2025
71088	AVED	2120	Intermediate Flight Laboratory 1A	Nov 10, 2025	Nov 11, 2025

Maneuvers students may continue enrollment through October 2, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
62132	AVED	2142	Commercial Maneuvers Flight Lab	Aug 18, 2025	Aug 25, 2025
71123	AVED	2142	Commercial Maneuvers Flight Lab	Sep 2, 2025	Sep 8, 2025
71124	AVED	2142	Commercial Maneuvers Flight Lab	Sep 15, 2025	Sep 19, 2025
71932	AVED	2142	Commercial Maneuvers Flight Lab	Sep 29, 2025	Oct 2, 2025

Maneuvers Stage 1 students may continue enrollment through October 28, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69365	AVED	2140	Commercial Maneuvers Flight Lab 1A	Aug 18, 2025	Aug 25, 2025
71117	AVED	2140	Commercial Maneuvers Flight Lab 1A	Sep 2, 2025	Sep 8, 2025
71118	AVED	2140	Commercial Maneuvers Flight Lab 1A	Sep 15, 2025	Sep 19, 2025
71120	AVED	2140	Commercial Maneuvers Flight Lab 1A	Sep 29, 2025	Oct 2, 2025
68355	AVED	2140	Commercial Maneuvers Flight Lab 1A	Oct 13, 2025	Oct 15, 2025
71121	AVED	2140	Commercial Maneuvers Flight Lab 1A	Oct 27, 2025	Oct 28, 2025

Maneuvers Stage 2 students may continue enrollment through October 20, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69365	AVED	2140	Commercial Maneuvers Flight Lab 1A	Aug 18, 2025	Aug 25, 2025
71117	AVED	2140	Commercial Maneuvers Flight Lab 1A	Sep 2, 2025	Sep 8, 2025
71118	AVED	2140	Commercial Maneuvers Flight Lab 1A	Sep 15, 2025	Sep 19, 2025
71120	AVED	2140	Commercial Maneuvers Flight Lab 1A	Sep 29, 2025	Oct 2, 2025
68355	AVED	2140	Commercial Maneuvers Flight Lab 1A	Oct 13, 2025	Oct 15, 2025
71121	AVED	2140	Commercial Maneuvers Flight Lab 1A	Oct 27, 2025	Oct 28, 2025

Multiengine students may continue enrollment through September 8, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
62134	AVED	3341	Multi-Engine Flight Laboratory	Aug 18, 2025	Aug 25, 2025
71131	AVED	3341	Multi-Engine Flight Laboratory	Sep 2, 2025	Sep 8, 2025
71132	AVED	3341	Multi-Engine Flight Laboratory	Sep 15, 2025	Sep 19, 2025
71133	AVED	3341	Multi-Engine Flight Laboratory	Sep 29, 2025	Oct 2, 2025
62135	AVED	3341	Multi-Engine Flight Laboratory	Oct 13, 2025	Oct 15, 2025

Single Engine Commercial students may continue enrollment through September 19, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
63144	AVED	4990	Pilot Proficiency Flight	Aug 18, 2025	Aug 25, 2025
71933	AVED	4990	Pilot Proficiency Flight	Sep 2, 2025	Sep 8, 2025
71934	AVED	4990	Pilot Proficiency Flight	Sep 15, 2025	Sep 19, 2025
71935	AVED	4990	Pilot Proficiency Flight	Sep 29, 2025	Oct 2, 2025

CFI students may continue enrollment through October 6, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
62139	AVED	4232	Flight Instructor: Airplane Flight Lab	Aug 18, 2025	Aug 25, 2025
71146	AVED	4232	Flight Instructor: Airplane Flight Lab	Sep 2, 2025	Sep 8, 2025
71147	AVED	4232	Flight Instructor: Airplane Flight Lab	Sep 15, 2025	Sep 19, 2025
71148	AVED	4232	Flight Instructor: Airplane Flight Lab	Sep 29, 2025	Oct 2, 2025
62140	AVED	4232	Flight Instructor: Airplane Flight Lab	Oct 13, 2025	Oct 15, 2025

CFI Stage 1 students may continue enrollment through November 3, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69366	AVED	4230	Flight Instructor Flight Laboratory 1A	Aug 18, 2025	Aug 25, 2025
71140	AVED	4230	Flight Instructor Flight Laboratory 1A	Sep 2, 2025	Sep 8, 2025
71141	AVED	4230	Flight Instructor Flight Laboratory 1A	Sep 15, 2025	Sep 19, 2025
71143	AVED	4230	Flight Instructor Flight Laboratory 1A	Sep 29, 2025	Oct 2, 2025
68356	AVED	4230	Flight Instructor Flight Laboratory 1A	Oct 13, 2025	Oct 15, 2025
71144	AVED	4230	Flight Instructor Flight Laboratory 1A	Oct 27, 2025	Oct 28, 2025
71145	AVED	4230	Flight Instructor Flight Laboratory 1A	Nov 10, 2025	Nov 11, 2025

CFI Stage 2 students may continue enrollment through October 28, 2025					
CRN	**Subject**	**Course**	**Title**	**Section Start Date**	**Enrollment Deadline**
69366	AVED	4230	Flight Instructor Flight Laboratory 1A	Aug 18, 2025	Aug 25, 2025
71140	AVED	4230	Flight Instructor Flight Laboratory 1A	Sep 2, 2025	Sep 8, 2025
71141	AVED	4230	Flight Instructor Flight Laboratory 1A	Sep 15, 2025	Sep 19, 2025
71143	AVED	4230	Flight Instructor Flight Laboratory 1A	Sep 29, 2025	Oct 2, 2025
68356	AVED	4230	Flight Instructor Flight Laboratory 1A	Oct 13, 2025	Oct 15, 2025
71144	AVED	4230	Flight Instructor Flight Laboratory 1A	Oct 27, 2025	Oct 28, 2025