



# *Aviation and Space*

# **Standard Operating Procedures**

**& Student Information Manual**

**Oklahoma State University**

Stillwater, Oklahoma

## 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 through our flight instruction program. This handbook outlines policies, procedures and other need-to-know information pertaining to flight operations to ensure the highest level of safety, efficiency and effectiveness.

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

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

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

Happy Flying!

Lance Fortney  
Aviation Program Manager  
Oklahoma State University

## FLIGHT SCHEDULING & ATTENDANCE

Training schedules will be determined by the lab sections in which students enroll\*, and students are expected to fly/train at these times. Students are required to schedule **three (3) times per week to meet Satisfactory Progress Requirements** (see below), so students in labs that have only two or TBA meeting times will need to select other training times in consultation with instructor. Students are expected to meet at every scheduled training session unless prior arrangements are made with flight instructor. The chart below shows the approximate number of hours a student must fly to complete each course in one semester. **The student's flight schedule is no different than any other class they are taking at OSU; attendance for each lesson is expected.**

COURSE	AVERAGE DUAL HOURS	AVERAGE SOLO HOURS	HOURS/WEEK TO COMPLETE
Private (AVED 1222)	8	0	.5
Private (AVED 1232)	40	5	2.8
Instrument (AVED 2133)	50	0	3.1
Intermediate (AVED 2122)	30	12	2.6
Maneuvers (AVED 2142)	20	5	1.5
Multiengine (AVED 3341)	25	0	1.5
CFI (AVED 4232)	25	0	1.5
CFII (AVED 4331)	25	0	1.5
MEI (AVED 4771)	25	0	1.5

\* Summer 1222/1232 students do not have assigned flight times and are expected to determine schedule with instructor guidance, provided the three lesson per week minimum is met.

### SATISFACTORY PROGRESS POLICY

All students must comply with SATISFACTORY PROGRESS REQUIREMENTS. To meet these requirements, students paired with an instructor must schedule **3 TRAINING EVENTS** per week unless specifically exempt. A week will be defined as a Sunday through the following Saturday. A **TRAINING EVENT** may be a flight or a “ground” session (1-on-1 tutoring session with instructor). The following will apply to those flight students who fail to meet satisfactory progress requirements:

**One letter grade reduction of final course grade per 3 unexcused absences.**

If a student is medically, administratively, or otherwise prevented from meeting satisfactory progress requirements, the Chief or Assistant Chief Flight Instructor must be consulted. All due consideration will be given for student hardships. A course that cannot be completed in a timely manner should be dropped on OSU website (before drop deadline) or via a late drop appeal (after late drop deadline). The Student Advisor can provide guidance or documentation for a late drop appeal.

**NO-SHOWS**

Students should remember that a scheduled flight or ground lesson represents significant commitment of resources, both in equipment and man hours. Therefore, in addition to the academic penalty mentioned above, a **\$50 NO-SHOW** fee will be assessed for missed lessons. For the third and subsequent NO-SHOWs of any one semester, a \$100 fee will be assessed. At the discretion of the Program Manager, or Chief or Assistant Chief Flight Instructors, a “no show” may be reduced to a “cancellation” and the fee reduced to \$25 or waived entirely if the cancellation is due to an emergency.

**CANCELLATIONS AND SCHEDULE MODIFICATIONS**

A training event cancelled for a non-emergency reason will be considered unexcused and will incur a monetary penalty.

A ground session that is substituted for a flight or a flight that is substituted for a ground session is still a training event and does NOT constitute a cancellation. This substitution is mandatory for planned “flying” training events that, for reasons below, become a ground training event. This substitution can occur within 48 hours of the event without incurring any penalty.

1. Weather
2. Maintenance
3. Inadequate rest/Medical issue affecting flight training but not ground training
4. No airplane available

**ADMINISTRATIVE CANCELLATIONS OR “BUMPS”**

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 (airplane availability, etc.) the OSU Flight Center will make a good-faith attempt to inform the student, though a ground training event should still occur. This notification may be an automatically generated message from the schedule program. Students are urged to monitor the schedule and Talon message board for current flight status.

## GRADES

Students and instructors should make every effort to complete flight labs during the semester of enrollment. If the student fails to complete the course (due to weather, aircraft or instructor availability, medical problems, etc.), the student will receive an “I” (incomplete) grade. Unless special circumstances apply, the default grade of F will become the permanent grade for the course **one year after conclusion of the semester of enrollment** if the course remains unfinished. During the one year grace period, only the “I” will appear on the student’s transcript and will not affect GPA.

Final grades for completed courses will be assigned based upon the following criteria:

### AVED 1232 Private Flight Lab II

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

### AVED 2133 Instrument Flight Lab

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

### AVED 2122 Intermediate Flight Lab

GRADED EVENT*	GRADE WEIGHT
Stage Check	100%

### AVED 2142 Commercial Maneuvers Flight Lab

GRADED EVENT*	GRADE WEIGHT
Stage Check	100%

### AVED 3341 Multiengine Flight Lab

GRADED EVENT*	GRADE WEIGHT
Stage Check	50%
FAA Commercial Pilot Knowledge Exam**	50%

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

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

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

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

0 or 1 stage or EOC test failures and less than 3 unexcused cancellations.	A
2 stage or EOC tests failed and less than 6 unexcused cancellations.	B (Maximum)
3 stage and/or EOC tests failed and less than 9 unexcused cancellations.	C (Maximum)

**ADVANCED STANDING CREDIT/PREVIOUS TRAINING**

Academic credit may be awarded to incoming students who have COMPLETED a Private Pilot certificate through the ADVANCED STANDING EXAMINATION process. The request for Advanced Standing Credit begins by contacting the Flight Center Manager (405 744-2742) to schedule a Credit Evaluation EOC test. The test will be conducted by the Chief or Assistant Chief Flight Instructor (or delegate) and will include both an oral and flight component as well as documentation of the applicant’s airman and medical certificates. OSU Aircraft may be used for the test at the applicant’s expense. Test content will include all relevant tasks from the current Private Pilot Airman Certification Standards. Applicants should make every attempt to schedule the test at least 30 days before the beginning of a semester. Applicants who successfully pass the test will receive credit for AVED 1114, AVED 1222, and AVED 1232 for a total of 8 credit hours. Applicants who fail the test may still receive credit for AVED 1222 (total of 2 credit hours) but will be required to take AVED 11 14 and AVED 1232. Advanced Standing Credit is not available for any post-Private Pilot certifications or ratings. Credit earned through the Advanced Standing Examination process will be added to the successful applicant’s transcript upon completion of at least one flight lab in residence at OSU. Note that once a student enrolls in an OSU flight lab, all subsequent flight training must be accomplished in residence.

Additionally, flight hours (NOT credit hours) accrued before attending OSU can be partially credited toward an equivalent OSU lab flight hour (NOT credit hour) requirement. Flight hour credit must comply with 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. Additionally, flight hour credits may not exceed the limits of 141.77 (c) (1-4).

## **RESIDENCY REQUIREMENTS**

Minimum flight 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, a minimum of two flight courses 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 checked 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/terminated after takeoff, the student will be financially responsible for any “flight” time accrued on the Hobbs meter.

## **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© 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/no-go weather decision.

- The sustained wind speed, peak wind gust and x-wind component limits, as published below, **are not** at the direction of the instructor and are preflight planning limits applicable to all dual and advanced solo flights.

All Dual Flights:

Area	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**

- **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, STD 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, PVT or COMM 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 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 through the use of the student's Fuelhawk, which will be required for C-152 AND C-172.
- c) Preflight Fuel Disposal Receptacles, located at the North and South ends of the OSU flight ramp, will be used to collect waste fuel from preflight inspections.
- d) Starting procedures will be as outlined in the starting engine checklist.
- 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 if they should 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. Procedures for pre-heater use shall be published in the Maneuvers Sequence Checklist.

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, 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 it has been inspected by a mechanic or a flight instructor, as appropriate.
- c) If the aircraft is determined to be unairworthy it will not be dispatched for flight until signed off by the Chief of Maintenance or his delegate.
- d) If the discrepancy is found to not affect the airworthiness of the aircraft as per 91.213 and does not affect any equipment required for completion of the lesson, it will be deferred to the next inspection and the aircraft returned to flight status with the discrepancy noted via a “green sheet” that will be dispatched with aircraft. To determine compliance with 14 CFR 91.213, all pilots must determine that the inoperative equipment is not:
  - i) Required to be operational by the aircraft’s equipment list as published in the aircraft POH.
  - ii) Required to be operational by 14 CFR 91. 205.
  - iii) Required to be operational by AD.
  - iv) Required by Part 91 Operating Rules.

Any inoperative equipment deferred for maintenance must comply with placarding, removal, and/or maintenance requirements of 14CFR 91.213 (d)(3)(i-ii).

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) Pilots will clear the area, both left and right, prior to performing any maneuvers.
- d) Pilots will make periodic position reports on the company frequency (123.5) while in the practice areas.
- e) Pilots will always scan the approach area prior to taking the runway and when turning from base to final.
- f) All outgoing flights will post the Practice Area of intended use (see appendix A) on the “out board” in the Flight Center lobby and in Talon to help prevent over-saturation of any one practice area.
- 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.

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 his instructor in regard to the location and limits of the practice area. Except when on an authorized cross-country flight, students should remain within the designated practice area. The description of the practice area for OSU Flight Center at Stillwater is 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** (pg. 7-9).
- 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 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).
- h) A flight plan must be filed and activated for each leg of each solo cross country flight.
- i) A de-briefing with the student's primary instructor must occur immediately after solo cross-country flight.

12. Cross-Country Flight, All Students:

- a) Destination airports for dual cross-country flights will be at the discretion of the flight instructor, though for dual flights greater than 250 NM the destination shall be selected from the list of approved 250+ airports (Appendix B).
- b) Landing fees incurred during cross-country flight will be the responsibility of the student.
- c) Students will be responsible for confirming that airports/FBO's of intended use will honor OSU-issued Multi-Service and/or MasterCard credit cards.
- d) Destination airports for Private and Commercial grade pilots will be at the discretion of the student **with approval** from the student's flight instructor, though prohibited airports (appendix C) may not be used. Destinations for flights greater than 250 NM shall be selected from the list of approved 250+ airports.
- e) A debriefing with the primary flight instructor must occur immediately after the return of all flights, with emphasis on cross country flights. This briefing/debriefing time will be logged in the student's training record.
- f) A flight plan must be filed and activated for each leg of each cross country flight, or alternatively, the pilot must remain in continual contact with ATC (Flight Following).
- g) No passengers will be allowed on solo cross-country flights.
- h) A cross country log is maintained at flight dispatch (Appendix E) which must be completed prior to departure (destination, route, expected time of return, and fuel cards). The log will be signed by both the student and a flight instructor and is applicable to **ALL STUDENTS**. For student pilot solo cross country flights, this log shall be **in addition** to the required copy of the flight log.
- 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 F).

13. Cold Weather Operations:

- a) When temperatures are below 2 degrees C:
    - i) All aircraft must have just been removed from a heated hangar.
- or

- ii) All aircraft must be pre-heated.
- b) When temperatures are below 0 degrees C:
  - i) Do not simulate a power loss of any kind.
  - ii) Do not simulate emergency landings.
  - iii) Plan descent profiles, monitor cylinder head temperatures, and use cowl flaps as required to maintain cylinder head temperatures.
- c) When temperatures are below -18 degrees C:
  - i) No solo flight will be authorized.
- d) When the temperature is below minus -25 degrees C:
  - 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.

14. Additional Safety Practices:

- a) All flights will be accomplished in accordance with the Federal Aviation Regulations.
- b) Aircraft will not be operated in a careless or reckless manner (91.13).
- c) Video cameras, or any video recording device that is onboard an aircraft for the express purpose of recording or transmitting video during flight, are prohibited.
- d) Cell phones and other electronic communication devices are permitted onboard aircraft, but may NOT be used for texting, emailing, calling, recording, photographing or any other function not directly related to flight training.
- e) Formation flight is prohibited.
- f) Spins will be practiced only with an instructor, and only as required during CFI training except as part of an approved upset recovery course.
- g) Any flight maneuver involving an abrupt change in attitude, an abnormal attitude, abnormal acceleration not necessary for normal flight, pitch angle greater than 30° or bank angle greater than 60° is prohibited, except as part of an approved upset recovery course.
- h) The Pilot-In-Command is responsible for all OSU aircraft and equipment when it is in their possession. The flight instructor is the PIC for all dual flights.
- i) An operable flashlight must be carried when flying at night.
- j) When flying a complex aircraft and remaining in the pattern, pilots will retract and extend the gear between each takeoff and landing.
- k) Touch-and-go landings in complex aircraft are prohibited. Stop-and-go landings in complex aircraft are permitted if 3,000' of useable runway are remaining for the "go."
- l) Downwind takeoffs shall be generally prohibited, though during times of variable wind may be conducted by instructors or advanced students (non- student pilots) if tailwind component does not exceed 5 knots.
- m) No passengers are allowed on OSU aircraft unless per-occurrence permission is granted by the Program Manager, Chief, or Assistant Chief for training purposes (commonly called "sandbagging"), or special events. Additionally, pilots and passengers may fly together if BOTH are enrolled in AVED 4990.
- n) All flights involving IMC will be dual flights.

- o) After-hours flights (any flight involving the hours after 5:00 p.m. to 8:00 a.m. and weekends and holidays) involving IMC must receive per-occurrence permission from the Chief or Assistant Chief.
- p) All flights in multiengine aircraft will require an MEI at a pilot station.
- q) Flight in known or forecast icing conditions is prohibited.
- r) Class 1 EFB's (Electronic Flight Bags, e.g. ipads, 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.
  - v) No external mounting hardware is used for the EFB, related antenna or accessory.

## **FLIGHT ACCOUNT**

Upon enrollment in the flight training program, the student is required to make an initial minimum deposit of \$1,000.00, which will be placed in the student's flight account. This can be done by check, cash, or credit card. All flight costs will be charged to the student flight account managed by the Flight Center scheduling/records system. (Flight costs may NOT be charged to student Bursar account). In addition to the student flight account, payment for flight training may be made using one of the following methods:

1. Cash or check payment.
2. Credit card payment.

The student balance may not go below \$300. A student will not be allowed to fly if the cost of the flight will produce a negative balance, **TO INCLUDE CROSS-COUNTRY FLIGHTS**. Flight training account statements are available from OSU Dispatch.

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

1. Completion of training.
2. All funds withdrawn (No partial withdrawals)

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

## **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. With few exceptions, flight training will be conducted under 14 CFR 141. Students must receive PER COURSE PERMISSION to train under Part 61.
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 license, or other documentation as required by current law. More extensive TSA screening will be required for students who are not United States citizens.
3. Students must complete the FAA knowledge test to be eligible to take the End Of Course exam for the corresponding flight course.
4. Appropriate apparel is required for all flights. Prohibited clothing items include: “open-toe” shoes, athletic 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 End-Of-Course exam.
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. All training records (excluding student log books) shall remain in the administration building of the OSU Flight Center at all times. School training records, either paper or electronic, will be accurately maintained for all students.
8. All aircraft logs must be “signed out” at OSU maintenance hangar, and only for training or testing purposes. If not checked in on same day as checkout, aircraft maintenance records must be secured in locked cupboard in the Dispatch area.
9. No food or drink (except water) is allowed in OSU aircraft.
10. Pilot records must be kept updated in the dispatch database. It will be the responsibility of the student to advise dispatch when pilot grade, currency (biennial flight review), medical or other certification information changes.
11. To be eligible for a Part 141 Graduation Certificate for any course of training, students must have met all ground training time requirements as published in relevant Training Course Outline (TCO).

## **SUSPENSION/ TERMINATION**

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

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

\*Any student found to be in violation of state or federal law regarding illegal substance abuse will be removed from flight status. The student will be returned to flight status only upon submission of “negative” results of a professionally administered drug test. Additionally, any student found to be

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in violation of substance abuse laws shall be subject to Flight Review, available at:

<https://www.dropbox.com/home/Oklahoma%20State%20University%20Flight%20Center/Flight%20Center%20Docs?preview=Flight+Review+Process.pdf>

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 (see above).



## **Appendix A**

### **Designated Training/Practice Areas**

In establishing designated practice areas, consideration has been given to the instrument training activity in the vicinity of the Stillwater VOR, BLACKI Locator Outer Marker and ILS Approach Course. Due to this activity, a conical zone has been established in which there will be no student solo practice operations. This zone is labeled “NO STUDENT SOLO.”

The NO STUDENT SOLO zone is between 330 degrees and 030 degrees magnetic from the Stillwater Municipal Airport. The southern boundary will be an East-West line one (1) nautical mile north of the airport, and the northern boundary will be formed by an arc between the eastern and western boundaries with a 15nm radius from Stillwater Municipal Airport.

Practice area A is from the NO STUDENT SOLO zone east along Highway 64 to Pawnee, then south along Highway 18 to Highway 51.

Practice area B is along Highway 51 to Highway 18, south to the Cimarron River and west to Highway 177.

Practice area C is shown down Highway 177 to the Cimarron River, west to I-35, and north to Highway 51.

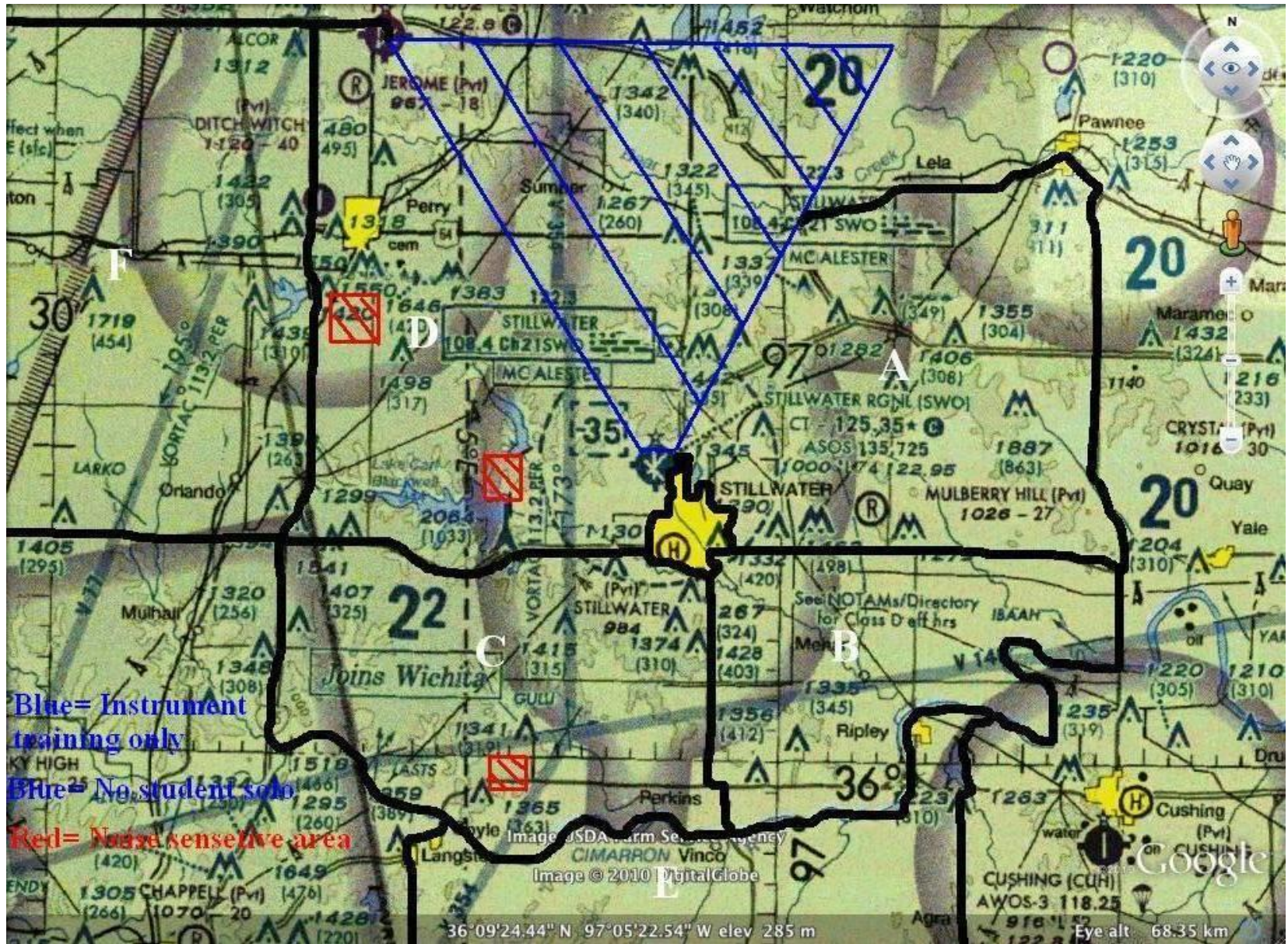
Practice area D is along Highway 51 west to I-35, north to the Cimarron Turnpike and east to the NO STUDENT SOLO zone.

Practice area E is south of the Cimarron River to Highway 105, east to Highway 18 and west to the road south of Langston.

Practice area F is west of I-35 to Highway 74, south of Highway 412 and north of Highway 51.

Care should be taken in all of the practice areas due to the number of practice flights that are in each of these areas at any given time.

See next page for illustration.



**Appendix B**  
**Quick-Reference Mileage From Stillwater**  
**APPROVED student pilot solo destinations in bold**  
**\*APPROVED 250\* NM Destinations**

**I-25 NM**

**Cushing (20)**  
**Guthrie (25)**  
**Perry (16)**

**51-75 (NM)**

**Arkansas City/Strother (60)**  
**Page (54)**  
**El Reno (61)**  
**Tulsa International (58)**  
**Tulsa/Richard Jones (54)**  
**Okmulgee (63)**  
**Seminole (57)**  
**Fairview (68)**  
**OKC Will Rogers (53)**  
**Bartlesville (64)**

**76-100 (NM)**

Weatherford (85)  
Pauls Valley (87)  
Ada (84)  
McAlester (100)  
Muskogee/Davis (88)  
Wichita Mid-Continent (91)  
Mid-America (85)

**26-50 (NM)**

**Ponca City (34)**  
Medford (50)  
Enid Woodring (38)  
Sand Springs Pogue (46)  
Shawnee (49)  
OKC Wiley Post (46)

**101-150 (NM)**

Clinton Sherman (114)  
Ardmore Municipal (111)  
Fort Smith (140)

**250+ (NM)**

\*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 F Cross Country Request Form

(Required for overnight or 300 NM+ flights)

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

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

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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 \_\_\_\_\_

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

Signature \_\_\_\_\_