Operations Manual

MIDDLE TENNESSEE STATE UNIVERSITY
DEPARTMENT OF AEROSPACE

Revision ORIGINAL
Effective 5/20/2024

NOTE: THIS MANUAL IS UNCONTROLLED WHEN PRINTED OR DOWNLOADED

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Revision Record

The following items were changed, modified, added, or deleted in this revision.

Revision	Date	Pages	Summary of Changes	Entered By
ORIGINAL	05/20/2024	All	Major revision.	MG/PN/NT/DP

Temporary Revision Record

The following items are in effect until the next full revision. Affected pages should have a yellow background.

Temporary Revision #	Date Incorporated	Incorporated By	Date Superseded	Superseded By

1. Introduction

1.1 Purpose of the Operations Manual

The purpose of the MTSU Flight School Operations Manual is to provide an outline of the policies and procedures for flight training and flight operations at MTSU. Additional information pertaining to flight training operations, to include restrictions and limitations, are in the MTSU Safety Practices and Procedures, aircraft checklists, aircraft standardization manuals, training course outlines, by referencing 14 CFR Part(s) 61, 91 and 141, and other relevant MTSU documentation.

1.2 Department Mission Statement

To prepare our students to become the leaders of the next generation of aviation professionals by developing the knowledge, skills, values, and character necessary for successful careers within the aerospace industry.

1.3 Flight School Values

The following flight school values were developed through a collaborative process involving staff and students at the MTSU Flight School. These values are guidelines for the culture of the flight school.

- **Invest in Every Student:** Everyone is invested in the success of every student. We view each student's time and resources as valuable as our own.
- **Choose Excellence and Safety:** Always make the best choice. We aim to exceed industry standards and promote a positive safety culture.
- **Build Our Team:** Our team is built through clear communication, open collaboration, intentional community, and mutual respect. We value each other and view ourselves as one team with one mission.
- **Give Back and Invite In:** Commit to giving back as students, employees, alumni, community members, and members of the aviation industry. We actively invite people from all backgrounds into aviation.
- **Foster Passion for Aviation:** Our learning environment is positive and encouraging. We never lose sight of sharing our passion for aviation.

1.4 Flight Training Roles and Responsibilities

The **Director of Aerospace Airport Operations** is responsible for the overall management and leadership of MTSU Airport Operations, as well as coordinating the efforts of the Flight School with the academic mission of the Department of Aerospace.

The **Director of Aerospace Safety** is an advocate for aerospace safety and provides management and leadership of all safety programs within the Department of Aerospace.

The **Flight Training Managers** are responsible for overseeing progress and working with flight instructors to ensure that students are making satisfactory progress in their course and assisting flight instructors in resolving any issues that may be encountered.

The **Assistant Flight Training Managers** are responsible for supporting students' training needs. They provide the daily oversight of your instructor and assist with more routine issues. They can be contacted via email at assistant.chief@mtsu.edu .

Flight Instructors are responsible for providing students with the training, guidance, and mentoring necessary to achieve the applicable pilot certification. Instructors are to instill the discipline necessary for ensuring that students conduct all flight operations to the highest level of safety possible.

Flight instructors are expected to be night current if providing instruction during the period 1 hour after sunset to 1 hour before sunrise. They must be instrument current if providing instruction on an instrument flight plan. Further details are contained in the Flight Instructor Manual.
Under MTSU's Air Agency Certificate, the requirements for Chief Instructor, Assistant Chief Instructor, Check Instructor and Certified Flight Instructor will be maintained as outlined in 14 CFR Part 141.

Team Lead instructors are an additional resource available to students. They are available to answer questions, help instructors with paperwork and problems, and may be called upon for student intervention flight and ground training. Each supervising instructor group has dedicated team leads.

Students are responsible for showing up to their lessons on time, prepared, and ready to learn. Students are encouraged to speak with their instructors if they have questions. If a problem exists with the student's instructor, it is advised for the student to speak with the Flight Training Manager early to resolve any problems.

Students are most directly responsible for the successful completion of their flight training. Questions, problems, or concerns should be addressed initially with the primary flight instructor and then escalated to the appropriate supervising instructor. A list of all supervising instructors is located on the school's ForeFlight drive. All flight school staff maintain an open-door policy to encourage communication with students.

A complete list of current flight school leadership staff is available in the appropriate appendix to this manual.

1.5 Compliance with Regulations and Policies

All training conducted at the MTSU flight school must comply with current FAA regulations and MTSU policies, including but not limited to 14 CFR, Safety Practices and Procedures, Training Course Outlines, Standardization Manuals, Checklists, and Aircraft Flight Manuals. Operations that deviate from MTSU policies require approval from the Director of Aerospace Airport Operations.

2. Safety

Please reference the most current revision of the SMS Manual for further information on the Safety Management System at the Department of Aerospace.

2.1 Commitment to Safety

The MTSU Department of Aerospace was established in 1942 and has grown into one of the nation's most respected aerospace programs. A key element of the department's success is its unwavering commitment to excellence and safety. Our strong safety culture serves as the foundation upon which the department's mission has been pursued for more than 80 years.

The mission of the Department of Aerospace is to prepare our students to become the leaders of the next generation of aviation professionals by developing the knowledge, skills, values, and character necessary for successful careers within the aerospace industry. Perhaps the most important core value the department seeks to instill in its students is safety. To accomplish this, we strive to maintain a strong safety culture and an effective safety management plan. This document is an important component in maintaining both of those objectives.

We understand that some risk is inherent in aviation and that some human error is inevitable. Accordingly, we seek to build an atmosphere of mutual trust that will encourage reporting of errors and unsafe conditions; promote candid admissions and discussions; and beget productive dialogue and positive solutions that will mitigate risk and reduce the chances for human error.

This is our commitment to cultivating an environment where choosing safety is the only path to success. Safety cannot be achieved with a partial or occasional focus. It requires complete attention and dedication at all times. The deliberate and wholehearted participation of each individual is required to uphold this culture, and this commitment is expected of every student, faculty, and staff member within the Department.

Dr. Greg Van Patten
Dean, College of Basic and Applied Science

Dr. Chaminda Prelis
Chair, Department of Aerospace

2.2 Safety Policy Statement

The Department is committed to implementing and maintaining a fully functional Safety Management System (SMS) with a continuous focus on improving safety throughout the MTSU Department of Aerospace.

As the Accountable Executive, I pledge to lead the Department in pursuit of the following commitments:

- Establishing specific safety-related objectives that will be published and communicated to all individuals throughout the Department.
- Monitoring, measuring, and tracking these safety objectives to ensure their successful attainment.
- Providing the necessary financial, personnel, and other resources to establish and maintain a fully functional SMS.
- Maintaining a confidential reporting system that encourages all individuals to report hazards, accidents, incidents, and safety issues without fear of reprisal.
- Ensuring that no blame or disciplinary action is imposed on any individual reporting an unintentional error or operational event, even if regulations or Department policies were violated, or damage to Department property occurred. The only exceptions to this non-punitive policy are for Unacceptable Behavior, defined in section 1.2.2 of the SMS Manual.
- Establishing, maintaining, and periodically exercising the Department's Emergency Response Plan, ensuring a safe transition from normal to emergency operations.
- Defining accountabilities for all individuals, including compliance with federal regulations, adherence to Department policies and procedures, compliance with applicable manufacturer procedures and limitations, active identification and elimination of hazards and unacceptable levels of risk, timely reporting of safety hazards, risks, and events, and contributing to a positive safety culture.

These commitments and expectations will be communicated to all individuals throughout the Department to ensure their familiarity with the Department's SMS, their duties and responsibilities, and our safety policy.

This safety policy will be periodically reviewed to ensure it remains relevant and appropriate to the Department.

Dr. Greg Van Patten
Dean, College of Basic and Applied Science

2.3 Safety Management System

The Department of Aerospace is committed to maintaining a Safety Management System (SMS) that meets industry standards, is appropriate to the size, scope, and complexity of the Department, and includes the following components:

- Safety Policy;
- Safety Risk Management;
- Safety Assurance; and
- Safety Promotion.
- SMS documentation includes the Safety Policy and SMS Processes and Procedures documented in the SMS Manual (M-2).

SMS documentation is kept in the Safety folder on the admin shared drive, on the Aerospace Safety Microsoft Teams, and in OmniSMS under the Policy / Objectives dropdown menu.
A current version of the Safety Policy Statement is displayed throughout The Department.
Current SMS Documentation will be available in at least the following locations:

1. Ground Operations;
2. The offices of:
    i. The Dean;
    ii. The Chair;
    iii. The Director of Aerospace Safety; and
    iv. Process Owners.

Accountability of All Individuals

Accountabilities are obligations that are inherent to a person's designated role that cannot be delegated to other individuals and are critical to the continued safety of The Department.
All personnel, including but not limited to students, flight instructors, maintenance personnel, managers, directors, supervisors, administrators, and faculty, are **accountable** for the following:

1. Compliance with Federal Regulations;
2. Compliance with The Department's policies and procedures;
3. Compliance with applicable manufacturer procedures and limitations;
4. Actively identifying hazards and eliminating unacceptable levels of risk;
5. Reporting safety hazards, risks, and events in a timely manner; and
6. Contributing to a positive safety culture.

2.4 Safety Culture, Non-Punitive Policy, and Unacceptable Behavior

Safety Culture is an expression of how safety is **perceived**, **valued**, and **prioritized** by students, employees, faculty, and administrators within The Department. It's how people behave in relation to safety and risk when no one is watching.

The Department is committed to upholding the following characteristics of a positive safety culture:

1. Promoting an atmosphere where human error is seen as inevitable, in order to cultivate a willingness to report errors and experiences;
2. Building a mutual trust that admissions and discussions will generate productive dialogue and positive solutions; and
3. Encouraging each person to always make the best choice, even if it is the hardest choice, in order to uphold the Department's value of "Choose Excellence and Safety."

The Department is committed to a Just Culture, one in which personnel are not punished for actions, omissions, or decisions taken by them which are commensurate with their experience and training.

The Department will not blame nor impose disciplinary action on any individual reporting an unintentional error or operational event, even if they may have violated regulations or Department policies or caused damage to Department property.

The only exceptions to this non-punitive policy are for **Unacceptable Behavior**, which is defined below:

1. Premeditated or intentional acts with actual or potential consequences to personnel or equipment/property;
2. Reckless actions or decisions disregarding safety and precautions which affect the safety or security of The Department;
3. Unwillingness or inability to take responsibility for actions and participate in a Corrective Action Plan;
4. Failure to promptly report safety incidents or risk exposures; or
5. Events that appear to involve possible criminal activity, substance abuse, controlled substances, alcohol, or intentional falsification.

The Department will convene an Event Review Committee (ERC) to analyze certain reports and events and to ensure a determination is reached regarding submitter culpability and recommended corrective actions in accordance with the Department's Just Culture policies.

The full policy and procedure for ERCs is documented in the SMS Manual.

An ERC must be conducted before any of the following scenarios occur, **resulting from a safety related issue**:

1. Termination of an employee;
2. Issuance of a disciplinary warning;
3. Revocation of an employee's assigned duties; or
4. Removal of a student from a lab.

2.5 Emergency Response Plan

The Department has an Emergency Response Plan (ERP M-1) that provides duties, responsibilities, instructions, and guidance for use in the event of an emergency. All personnel should know where to locate the Emergency Response Plan and be familiar with the notification and communication procedures applicable to their role.

The ERP will be kept in the Safety folder on the admin shared drive, on the Aerospace Safety Microsoft Teams, and on the MTSU ForeFlight drive.

A current version of the Emergency Response Plan and workbooks will be printed and made available in at least the following locations:

(1) Ground Operations;
(2) The offices of:
   i. The Dean;
   ii. The Chair;
   iii. The Director of Aerospace Safety; and
   iv. Process Owners.

2.5.1 Flight Crew Initial Response

Priority of Actions

1. Protect People
2. Protect Property
3. Preserve Evidence

Contact 911, if life-threatening emergency.
Contact MTSU Ground Operations 615-890-5755.

2.5.2 Press and Media Relations

No member of the Department of Aerospace is permitted to make statements regarding any accident/incident/event to anyone without an explicit need to know.

If any member of The Department of Aerospace is approached for a media statement, the following phraseology should be used:

"I am not able to share any information regarding the event at this time. I will ensure your inquiry is directed to the appropriate personnel. I can take down your name and phone number and request a follow up by the appropriate university representative. Thank you for your concern and cooperation."

2.6 Voluntary Reporting

The Department has a confidential reporting system that is accessible on the MTSU Aerospace website, the Flight Schedule Pro (FSP) dashboard, and other prominent locations throughout the Department.

Safety reports are submitted using OmniSMS via the following link: mtsu.omnisms.aero

Voluntary Safety Reports are designed to capture hazards, concerns, and recommendations from those participating in the Department's operations.

Safety Reports are confidential by default, meaning identifying information included in the report will only be visible to the Safety Department; however, the report submitter has the option to notify the whole management team, if desired.

There is also an option to make a Safety Report anonymous, meaning all identifying information is completely removed from the report. It's important to note that anonymous reports that are lacking in detail or clarity may be closed without action, since the submitter is unknown and follow-up is not possible.

2.7 Mandatory Reporting (Irregular Operations Reports)

Irregular Operation Reports (IROPs) are mandatory reports used to notify the Department's management team of significant events and to gather data as part of the investigation process.

IROPs are submitted using OmniSMS via the following link: mtsu.omnisms.aero

In most cases, the management team will need to know the identity of the IROP submitter, but this is strictly for follow-up purposes.

IROPs must be submitted within 24 hours of the events listed below:

1. Any event reportable under 49 CFR 830 (involving MTSU or non-MTSU aircraft);
2. Exceedance of any aircraft limitation;
3. Damage events;
4. Propeller Strike;
5. Tail Strike;
6. Wildlife Strike;
7. Runway or taxiway excursions (at least one wheel leaving the pavement);
8. Potential regulatory violation;
9. Potential violation of Department policy;
10. Off airport landing;
11. Aborted takeoff at a towered airport;
12. Declared emergency or minimum fuel;
13. Partial or total engine failure at any point after initial departure;
14. Personal injury/illness; and
15. Other events, upon request.

2.8 NASA ASRS Reports

The Aviation Safety Reporting System (ASRS) was established by the FAA but is administered by NASA to ensure anonymity.

Filing an ASRS report may grant relief from certificate suspension or monetary fines for clearance deviations and other regulatory violations if the person completing the report satisfies the following criteria:

1. The violation was inadvertent and not deliberate.
2. The violation does not involve a criminal offense or accident.
3. The pilot involved does not have any history of FAR violations within the last five years.

A pilot may file an unlimited number of ASRS reports, but may only be granted relief once in any five-year period. ASRS forms are available online at: http://asrs.arc.nasa.gov/. A pilot involved in a situation that may warrant filing an ASRS report may discuss the situation with the Director of Aerospace Safety or an FTM/AFTM prior to completing the report. Most events warranting submission of a NASA report also require an IROP.

2.9 Mental Wellness

2.9.1 Statement from Dr. Eric Clark, MTSU Health Services Aviation Medical Examiner

As a pilot, navigating life's stressors may be complicated by concerns of maintaining a medical certificate and flight privileges - especially if professional medical or psychological help is needed. When facing tough issues, with uncertainty as to what to do, seeing your AME can be a good first step. Reaching out for advice on difficult issues such as stress, anxiousness, low mood, and grief can help the pilot find perspective - and assistance, if needed, to improve the situation and release bottled-up pressures. You are not alone.

Despite the natural fears of not being able to fly most situations do not need the pilot to ground. Those that do require time out of the air tend to be shorter term and NOT long term or permanent grounding. If mental health fitness is best achieved by medication, as in some cases of depression and anxiety, following FAA regulations affords the pilot a pathway to successful resumption of flight.

Ensuring your mental health is crucial. Even if there are more significant symptoms where you need to work through issues before resuming flight the improvement in how you feel and the long-term success that improvement provides will be worth the effort.

2.9.2 Mental Wellness Resources

- Aerospace Student Wellness Coordinator
  - Harley Waters
  - Harley.Waters@mtsu.edu
  - 434-942-9447
- MTSU Student Health Services
  - 615-898-2988
  - 3 AMEs on staff can help pilots decide what path and options are available to them, both on and off campus.

- MTSU Counseling Services
    - 615-898-2670
    - Licensed mental health professionals available for short-term counseling needs and psychiatric services.
- MTSU Center for Counseling and Psychological Services
    - 615-898-2271
    - Training program with counseling sessions for individuals and families
- MTSU Veteran Personal Well-Being Services
    - 615-904-8347 pr 615-898-1927

3. Flight Lab Policies

3.1 Flight Labs

Information related to the flight lab award process and requirements can be found in the MTSU *Flight Lab Guide*. Please see the latest version of the guide on the department webpage: www.mtsu.edu/aerospace/

Each flight lab is intended to be completed during a single semester. Due to the nature of flight training, this can be very challenging. Students must contend with scheduling conflicts, weather, aircraft availability, etc. As such, unlike other university courses there is no guarantee that a student will finish during the semester's predetermined period.

Many students will decide to stay beyond the dates for the given semester to complete their lab. Because flight training takes proficiency, delays in training can cause unnecessary increases in costs. Students are strongly encouraged to not set constraints (i.e., family vacations) immediately following the semester until their lab is complete.

3.2 Flight Lab Funding

All flight labs must be fully funded by the semester funding deadline to retain an awarded flight lab. See the Flight Lab Guide for more details. Students must maintain a $500 minimum in their flight lab account to be dispatched for a ground or flight reservation. A student's balance can be found in Flight Schedule Pro.

3.2.1 Flight Lab Refunds

Refunds may be issued once the checkride or course is complete. Many students choose to leave any remaining funding in their account and simply increase their balance to the minimum needed for future labs.

Students should contact flightlab@mtsu.edu to initiate a refund. If a deposit was made with a credit card, the refund will be applied back to the credit card. Payments made by check, cash or with a credit card over six months ago will be returned via direct deposit or by check. Any outstanding balances will be deducted before a refund is processed. Refunds usually take seven to ten business days to process.

3.3 Flight Lab Withdrawals

Students may withdraw from a lab via Pipeline up until the withdrawal deadline. Before students withdraw from a course, they should go to MTOneStop to discuss how this will affect financial aid, housing, progress towards graduation, and other issues.

If a student decides to withdraw beyond the withdrawal deadline, a grade will be awarded. Incomplete students that withdraw will earn an "F" or "FA" in the course depending on the last day of the attendance.

3.4 Incomplete Flight Labs

3.4.1 Incomplete Flight Lab Grades

Students who do not complete their flight lab by the end of the semester will be given an incomplete "I" for their grade. These students will have one additional semester to complete the course. Students do

not need to register again for the course in the subsequent semester, but the normal attendance policies will apply. The student's grade will be changed to an "A" once the checkride, or lab if a checkride is not required, is complete.

Incomplete students enrolled in a spring semester may elect to return in the summer or the fall semester. Students who complete any training after the first day of Summer semester are considered summer students.

If a student does not complete the checkride or lab by the end of the incomplete deadline in the second semester, the student will earn an "F" for the course. Once the student has earned an "F," the student will need to register in a subsequent semester to complete their training, including the checkride.

3.4.2 Incomplete Flight Lab Funding

Incomplete labs may require additional funding if more than the expected training is needed or the initial fees are exhausted. If additional financial aid is needed or sought, please contact the FlightLab@mtsu.edu to have your additional need calculated and supplied to the financial aid office.

Receiving an incomplete grade in a flight lab could prevent student financial aid from processing for other university courses during the subsequent semester until the incomplete flight lab is completed with a grade. If student financial aid is impacted, contact FlightLab@mtsu.edu for additional assistance. Students should contact the MT One Stop as soon as their grade is changed to see if they need to submit additional paperwork for their financial aid to process.

3.4.3 Individualized Education Plans

Individualized Education Plans (IEPs) are required for any student who receives an incomplete grade in a flight lab. An IEP is a two-week training plan developed by the flight instructor in consultation with the student that is submitted to that instructor's supervising instructor. An updated IEP will be completed and submitted to the supervising instructor every two weeks as long as the student is enrolled in the lab.

3.5 Failed Flight Labs

3.5.1 Failed Flight Lab Grade

If a student does not complete the required checkride (or all required lessons in the TCO if a checkride is not required for the course) by the incomplete deadline, the student will earn an "F" for the course. Once the student has earned an "F," the student must cease training and re-register for the course in a subsequent semester to complete their training, including the checkride.

If a checkride has been attempted before the incomplete deadline, but has resulted in a discontinuance or failure, they will also receive an "F" for the course. These students will not be required to re-register for a subsequent semester, and may continue in the lab until the successful completion of the checkride. Upon completion of the checkride the grade will be changed from "F" to "A".

The GPA impact of receiving an "F" in any course may be negated by registering for that course again and successfully completing it. While that original course grade will remain on a transcript, once the course is

completed with an "A" in a subsequent semester, that "A" will replace the "F" in GPA calculations. Please see the Undergraduate Catalog for more details.

3.5.2 Re-Registration of a Failed Flight Lab

Students who have failed a flight lab course due to attendance or failure to complete the course within two semesters, must immediately cease flight training and apply to re-register for the course in a subsequent semester. Students will not be allowed to register for a flight lab for a third time without approval from their advisor and flight school management.

If a student re-registers within three semesters, they will not be required to complete the entire lab again. These students will only be required to complete the remaining lessons and any additional review required. The attendance policy and required student meetings for the subsequent semester will apply. If a student fails to re-register within three semesters, they will be required to complete the entire lab again.

Re-registering students:

1. Need to submit a lab request for the semester they wish to return. Late lab requests will be considered in accordance with the policies in the Flight Lab Guide.
2. May be required to attend an incomplete review board to be considered for a flight lab award. Students will be readmitted on a space-available basis.
3. Will be issued a registration permit and will be required to register for the course by the applicable semester registration and retention deadline.
4. Will receive a cost estimate for the remaining lessons and additional review. This estimated amount must be deposited in the student's FSP account by the applicable semester funding deadline.
5. Are expected to begin training at the start of the semester, complete an individualized education plan with their flight instructor, and will be held to the semester attendance policy.

3.6 Removal From Flight Status

The following situations may result in removal from flight status for students:

(A) **Financial:** When flight lab account balance falls below $500 minimum. Students are permitted two weeks to fund above the minimum amount without receiving absences.

(B) **Flight Operations:** An involuntary grounding because of an apparent violation of MTSU policy/procedure or FAA regulation, or involvement in a flight operations incident/accident involving damage or injury to persons or property.

(C) **TSA:** A lack of TSA documentation necessary for flight training. In this instance, ground training may be conducted in consultation with a training manager.

(D) **Excessive Failures:** If a student fails the same portion of a stage check or checkride (oral or flight) twice, training will be suspended until a meeting with an appropriate training manager and develop a plan of action.

(E) **Excessive Absences:** Excessive absences will result in failure of the flight lab (see attendance policy) and removal from active flight training.

(F) Other issues as deemed appropriate by flight school management.

When a student is removed from flight status, all current and future reservations will be removed.

3.6.1 Medically Disqualifying Events

Any person operating an MTSU aircraft must have a current and valid FAA medical certificate.

(A) Pilots who become aware of medical conditions that may restrict or prohibit the exercise of their medical certificate according to 14 CFR Part 61.53 are required to report that condition to an Aviation Medical Examiner (AME) for proper assessment.

(B) Pilots are not permitted to operate an MTSU aircraft with any disqualifying medical condition, in accordance with 14 CFR Part 61.53.

(C) Instructors are required to report if they are experiencing a medically disqualifying condition to their supervising instructor or any training manager, and work with Flight School Management on a return to service plan.

(D) Students are required to report if they are experiencing a medically disqualifying condition to their primary instructor or to any training manager, and work with Flight School Management on a return to service plan.

(E) Pilots are not required nor requested to report medical records or details to MTSU, however they must be prepared to show proof of medical qualification before being permitted to return to active flight status.

3.7 Adequate Progress

Adequate progress in a flight lab refers to a student's steady and timely progression towards the appropriate course or FAA testing standards, including completing flight and ground testing and completion of the course within a reasonable standard of time.

3.7.1 Steady Progression

Steady progression means regularly meeting and engaging with flight training, including meeting attendance requirements, completing sequential lessons towards course completion, and demonstrating continuous improvement and meeting lesson completion standards.

3.7.2 Timely Progression

Ground and flight tests are a regular part of flight training and the aviation industry. Students are expected to complete stage checks within 2 attempts of the ground and 2 attempts of the flight. Additionally, students are expected to complete FAA checkrides and FAA knowledge tests within 2 attempts.

3.7.3 Failure to Maintain Adequate Progress

Students will be held to the adequate progress standards. Failure to meet them will usually result in training interventions, plans of actions, and resource allocation to provide the student the chance to succeed. Failure to maintain adequate progress after these opportunities will often result in a flight review board.

3.8 Flight Review Boards

Termination from flight training at MTSU is a serious situation that may only be handled by a Flight Review Board. A Flight Review Board looks at a student's entire situation to determine a best course of action.

3.8.1 Flight Review Board Process

A Flight Review Board may be initiated for a student in the Professional Pilot concentration for a number of reasons at the discretion of the appropriate training course Chief Instructor. The appropriate Chief will then chair the Flight Review Board. Once initiated, the student will be informed and a Flight Review Board hearing will be scheduled with a planned quorum of members. The hearing is an opportunity for the student to represent themselves to the Board and discuss their training, challenges, and options moving forward.

Flight Review Board members will review training records, statements from instructors, and may have the opportunity to interview appropriate participants in the student's training such as flight and stage check instructors. This will occur before the student hearing.

Following the student hearing the Flight Review Board will deliberate to determine the next course of action. This may include returning to normal flight status with no new plan of action, implementation of a specialized plan of action, or permanent discontinuance of flight training at MTSU.

Flight Review Board Decisions are final and may not be appealed. The student will be informed of Board decisions by the Board chair via email.

3.8.2 Flight Review Board Members

The Flight Review Board may be comprised of members of the following groups. A quorum of at least 3 members is required to hold a Flight Review Board hearing and make a decision. Board members shall be selected to be most appropriate to the situation and student being discussed.

A. Chief Instructor of the training course (Part 61 or Part 141)
B. Director of Aerospace Airport Operations
C. Student Services Manager
D. Professional Pilot Faculty
E. Aerospace Advising
F. Aerospace Safety
G. MTSU International Office
H. Quality Manager
I. Assistant Flight Training Managers (understudy)

4. Training Course Policies

4.1 Student Enrollment

Before a student can fly in an MTSU aircraft the student must meet the requirements set forth by the Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA).

4.1.1 New Student Enrollment

Students must present all required personal documents to their flight instructor during their first day paperwork meeting. These documents include:

- Original birth certificate and valid, unexpired Driver's License, or unexpired Passport/Visa
- FAA Medical Certificate
- FAA Pilot Certificate (if applicable). If the student does not have a pilot certificate, they must apply for a student pilot certificate during the first day paperwork with their flight instructor.
    - Students must not use their social security number when applying for pilot certificates.

New students are expected to have all required flight lab materials by the end of the first week of the semester. Please reference the appropriate Appendix in this manual for the list of required materials.

4.1.2 Returning Student Enrollment

Students who are incomplete from a previous semester or have re-registered do not need to complete the first day paperwork with their instructor.

4.1.3 Updated Personal Documents

Students who receive updated personal documents are required to present them to their flight instructor. Students are responsible for ensuring that the MTSU Flight School has copies of all current personal documents.

4.1.4 Stagger Starts

Students in certain courses may be placed at different start dates through the semester to maximize instructor and aircraft utilization. These start dates can be found on Flight Schedule Pro as the listed course enrollment date. These students will still complete the first day paperwork during the first week of the semester, but will not be permitted to conduct any other reservations without approval from the applicable Chief of the course.

4.2 Credit for Previous Flight Experience

Students may not use previous flight training experience for credit in a MTSU Flight Lab.

4.3 Student Training Records

With FAA approval, student training records are maintained electronically on Flight Schedule Pro. Additional training records are maintained in the training records room at the Jean A. Jack Flight Education Center. Records access, electronic or physical, is limited to the individual student, flight instructors, management personnel, FAA inspectors, and TSA inspectors.

4.4 Student Names for FAA Applications and Testing

Full legal names must match government issued photo identifications, medicals, certificates, and applications for knowledge or practical tests. If there are discrepancies between any of these, a student may not be allowed to participate in the FAA examination.

4.5 Name Corrections on Personal Documents

During first day paperwork, instructors must ensure that names on these documents match. Extra care should be taken when processing a new student pilot certificate on IACRA. Some common mistakes are listed below.

- Not including multiple middle names: Many international students will have more than three names. Ex: First Name, Father's Name, Grandfather's Name, and Family Name. In this circumstance, include the first initial of the first middle name separated by a space.
- Not including suffixes such as "Jr." or "III."
- Using documents other than the passport/birth certificate for the name. Ex: Driver's license does not include a middle name, but the passport does.

If there is a mismatch on any of these documents, below are the following steps to correct those issues. [Note: This is the process for a name correction, not a name change. For a name change on either the pilot certificate or medical, please contact either the Nashville FSDO (+1-615-324-1300) or the Aerospace Medical Certification Division (+1-405-954-4821) respectively. Do not directly contact specific FAA representatives at the FSDO unless specified to do so.]

- Pilot Certificate
    - If the checkride is more than one month away: Send a copy of their passport and a signed letter asking for the name correction to the following address:
        - FAA Airmen Certification Branch
        - AFB-720 PO Box 25082
        - Oklahoma City, OK 73125
        - Phone: +1-866-878-2498
    - If the checkride is less than one month away: Notify your DPE of the discrepancy. The Airmen Registry can make a name correction on the pilot certificate if the 8710 is submitted with documentation of the correct name, but only at the DPE's discretion.
- Medical: Fax a copy of the medical, passport/birth certificate, and a letter stating "please correct my name to match my passport" to +1-405-954-4040, ATTN: Tyler. This is the Aerospace Medical Certification Division in OKC. Their phone number if you have questions is +1-405-954-3238.
- State-issued Photo ID: Students will need to contact their local DMV about appropriate procedure. For Rutherford County, they need to bring their passport or birth certificate to the local DMV.
    - Murfreesboro Driver Services Center
    - 1035 Samsonite Blvd.
    - Murfreesboro, TN 37129
    - Phone: +1-866-849-3548

4.6 Flight Instructor Concerns

Students should first attempt to communicate any concerns they may have about their flight training to their assigned instructor. If they are not satisfied with the outcome, the next step is to schedule a meeting with the appropriate Flight Training Manager. Generally, after such a meeting there will be clear direction for a remedial period where the instructor and student work together to ensure cooperation. Changing to another instructor is not typical and is considered a last resort after other actions have been attempted.

4.7 PlaneEnglish Training Modules

Students in the Private and Instrument training labs are required to complete the PlaneEnglish air traffic control modules during the semester. Private lab students will complete the VFR Training Module, and Instrument lab students will complete the IFR training module.

Each module contains 4 stages that must be completed throughout the semester. The first 2 stages will be completed by the midsemester meeting, with the remaining 2 stages will be completed before the end of the semester. The most recent version of the Attendance Policy should be referenced for the attendance requirements.

Students will only have access to the training module for their first semester enrolled in a lab.

4.8 Stage Checks

4.8.1 Part 141 Stage Check Scheduling

After the last lesson prior to a stage check is completed, the instructor shall complete the online stage check submission form and submit the student's folder to flight records. The instructor must make sure all lessons have been completed, signed, and billed. Once the student's folder has been checked and verified by flight records, the student will be assigned a check instructor who will administer the stage check.

As part of the stage check scheduling process the student's hours in that stage are assessed against the curriculum minimums. Flight Training Management is alerted to students who exceed 25% or 50% of the stage hours. These students may be required to meet with a training manager to discuss their challenges in meeting the flight training requirements as well as discuss funding plans of action. A student who exceeds the training hours in a course stage can expect to require additional funding to complete the course.

4.8.2 Flight Lab Hours Guide

To ensure a student meets the training hours requirements of a course, Flight Lab Hour Guides have been created with the minimum times required to be submitted for an end of course check. This guide can be found at the Flight School and in the ForeFlight documents. Students who do not meet these hour requirements will need to repeat lessons until the hours are met. Flight time within 0.2 can be discussed with the Part 141 Chief Instructor.

4.8.3 Part 61 End of Course Scheduling

Once a Part 61 student has completed the final lesson before the EOC, the CFI should send an email to the Part 61 Chief Flight Instructor with the following information:

- The student's name
- The planned date of the EOC
- The name of the stage check instructor
- The planned date of the checkride (if scheduled)
- The name of the Designated Pilot Examiner

After the email is received, the Part 61 Chief Flight Instructor will verify that the student is ready, and either approve the plan of action or work with the student and instructor to produce a new plan.

If the crew is having trouble finding a stage check instructor or a checkride, they shall notify the Part 61 Chief Flight Instructor.

4.8.4 Credit for Incomplete or Unsatisfactory Stage Checks

Credit for an incomplete or unsatisfactory stage checks may be used for up to 30 days after the initial attempt. For example: if the ground portion was completed March 1, credit for the ground would be invalid after 30 days (March 31), thus requiring the ground portion to be completed again in its entirety, followed by the flight portion.

4.8.5 Unsatisfactory Performance on Stage Checks

If a student fails a stage check, the flight instructor shall provide and log additional ground or flight training in the deficient areas. After the student has received this training, the stage check may be rescheduled with the stage check instructor.

Following a second ground failure or second flight failure of any stage check, the student will be required to meet with a training manager before reattempting the stage check.

4.8.6 Stage Check Plan of Actions

All check instructors should utilize a plan of action in compliance with the training course outline. Part 141 has POA forms that must be used and uploaded to Flight Schedule Pro under the Exams section for each stage check attempt.

4.8.7 Stage Check Concerns or Appeals

If a student feels their stage check was done incorrectly or has concerns, they should contact the appropriate Flight Training Manager.

4.9 FAA Knowledge Tests

Students are required to complete the necessary knowledge test before submission for the end of course check. Instructors may provide this endorsement upon successful completion of the appropriate training. Copies must be uploaded to Flight Schedule Pro under Exams.

4.10 Course Graduation

Upon successful completion of an EOC, the student's flight instructor must complete the following steps:

(A) Submit the student for graduation in Flight Schedule Pro.
(B) Print a graduation certificate and submit it along with the student's training folder to flight records.
(C) Review the MTSU Practical Test Checklist.
(D) Submit the student on the Checkride Standby List, if using the centralized checkride management system.

4.11 Integrated Airmen Certification and Rating Applications (IACRA)

MTSU utilizes the online IACRA system for certificate and rating applications. Students are required to setup an account and maintain access to it during flight training. Students and instructors are required to verify the information in an application is correct and accurate.

IACRA applications should be completed as soon as a students EOC is complete. Additional flight experience gained after completing the application is not required to be entered in the flight experience.

In case of a planned or unplanned IACRA outage, the flight instructor should communicate with the Designated Pilot Examiner to determine if a paper application can be utilized.

Failure to complete the IACRA application can result in not being assigned a checkride or having a checkride canceled by a Designated Pilot Examiner.

4.11.1 Curriculum Association

Part 141 certificate and rating applications require association by a flight school administrator. The Part 141 Chief Instructor is the primary flight school administrator. Once a student has submitted their application the Flight Instructor will notify the administrator the application is ready and provide the student's name, FTN number, and graduation date. Once the application has been associated to the correct curriculum the instructor must complete the recommending instructor signatures.

4.11.2 Use of Social Security Numbers

The MTSU Flight School is not required or permitted to hold student social security number information. Students and instructors will ensure that social security numbers are not present on IACRA applications by using the "DO NOT USE" or "NONE" options as appropriate.

4.12 FAA Practical Tests

All practical tests conducted for the completion of an MTSU flight lab must be completed in an aircraft operated by MTSU. A CFI should be present at the beginning of each practical test to ensure that the test begins without issue. In the case of a practical test away from KMBT, students will pay for the flight to and from the testing airport, and an administration fee for the flight instructor's time.

4.12.1 FAA Practical Test Scheduling

MTSU Flight School utilizes a centralized checkride management system. This ensures fair opportunity for students who require flight testing. This process is overseen by the Part 141 Chief Instructor who manages the Checkride Coordinator.

1. Once a student has completed their end of course check the student is eligible for an FAA Practical Test. In order to be placed on the waitlist the students instructor must complete the course graduation process, submit the IACRA information for association, and submit the Checkride Standby form, linked in Flight Schedule Pro.
2. Students are scheduled for practical tests based on end of course date and submission to the standby list date.

3. Checkrides are generally confirmed 7 days prior to the flight test.
4. Weather, illness, or other cancelations must be reported to the Checkride Coordinator. They will be rescheduled at the earliest opportunity.
5. Students have the right to refuse a checkride opportunity, however this can greatly impact their ability to complete a timely flight test.

Students may opt out of utilizing the Checkride Management system in favor of a Designated Pilot Examiner outside the system. All communication and organization of a checkride outside of the checkride management system is the responsibility of the Primary Instructor. A list of approved DPEs is available via link on Flight Schedule Pro. To utilize a DPE outside of this list a request must be made in writing to the appropriate Chief Instructor.

4.12.2 FAA Practical Test Paperwork

If a checkride results in a discontinuance, unsatisfactory, or satisfactory result, the Checkride Form (F-21) needs to be completed by the flight instructor who accompanied the student to the checkride, whether it took place at MTSU or at another location. Submit all checkride paperwork, the checkride form, and the student's folder to the submission box in the record's room at the Jean A. Jack Flight Education Center.

4.12.3 FAA Practical Test Ferry Policy

Instructors are responsible for conducting checkride management, including ferry to and from flights, with their students. Ferry flights without a student's primary instructor should only exist if the checkride is a double ferry or the primary instructor has a time conflict.

To accept and schedule a Checkride Ferry flight for a student for whom that instructor is not the primary instructor, the instructor must hold a CFII certificate and have current instrument recency of flight experience. The only exception to this is for instructors to ferry their own student in forecast VMC conditions. Instructors should plan to maintain instrument currency to account for unforecast IFR conditions.

A non-CFII instructor shall not depart in IMC conditions for a checkride. An exception for this can only be provided by instructor on call and FTM approval.

In all situations the instructor completing the checkride ferry is responsible for all checkride paperwork.

Details can be found on the current revision of the MTSU Practical Test Checklist.

Multi-engine checkrides may only be managed by an MEI instructor.

If a student elects to drive to a practical test to begin the ground and requests an aircraft be brought later the student will be charged for the flights to and from the location and flight instructor time for the relocation.

4.13 Consensual Relationships

The MTSU Flight School shall operate in compliance with MTSU Policy 817, Consensual Relationships, available at https://www.mtsu.edu/policies/personnel/817.php.

This policy applies to all employees of the MTSU Flight School involved in relationships with other staff or students.
All employees of MTSU, including the Flight School, serve the interests of the State of Tennessee and its citizens, and have a duty to avoid activities and situations that, either actually or potentially, put personal interests ahead of their professional obligations.

In compliance with MTSU Policy 817, the following definitions apply to Flight School employees:
Conflict of Interest: A conflict of interest occurs when the personal interests of a person who owes a duty to MTSU actually, or potentially, diverge from the person's professional obligations to, and the best interests of, MTSU.
Consensual Relationship: A romantic relationship and/or sexual interaction agreed to by the involved parties.

A conflict of interest exists if a person who conducts flight training or evaluates students at the MTSU Flight school (including faculty, staff, training managers, check instructors, team and quality leads, and flight instructors) is engaged in a consensual relationship with a student or employee over whom they have grading, supervisory, or evaluative authority. An instructor or employee may not conduct evaluation, supervision, or training with a student or other employee with whom they have a consensual relationship.

The Director of Aerospace Airport Operations is responsible for promptly addressing any reported conflicts of interest at the Flight School. Employees are responsible for preventing conflicts of interest by asking for student/subordinate reassignment or terminating the relationship. Additionally, instructors involved in a consensual relationship shall avoid conducting proficiency and currency flights together.

Instructors and other flight school employees who are found to violate this policy may face disciplinary action.

4.14 Completing Flight Labs Without Checkrides

Two Part 61 flight labs do not require checkrides, Cross-Country and Tailwheel. Once the course has been completed, please complete the F-23 Tailwheel/Cross-Country Lab Completion Form. Upon completion of the form and submission of the folder to records, the course will be considered completed.

5. Airport Operations

5.1 Ramp Safety

Ramp areas can be dangerous areas for anyone to walk on due to aircraft taxiing, refueling operations, and maintenance tractors and vehicles. It is imperative that all students and instructors be vigilant about their surroundings due to the hazards present on the ramp.

Access to the MTSU ramp area is limited to the students that are currently enrolled into the flight lab, flight instructors, and any administrative personnel who are employed by MTSU. Any person wanting access to the ramp must be escorted onto the ramp by either a MTSU Ground Operations worker, staff member, or a flight instructor. Any suspicious activity on the MTSU ramp should be reported to the Ground Operations desk or management personnel.

5.2 Personnel Identification

All students, faculty, and staff are required to prominently display (at/above the waist and on the outermost garment) an MTSU-issued photo identification badge (BlueID) anytime they are in MTSU owned/leased facilities at the airport, on the airport ramp, or in an MTSU aircraft.

Students who do not currently possess a physical BlueID will need to obtain one from the ID Office located in SSAC Room 112. Students may also obtain an ID badge via the following website: https://www.mtsu.edu/itd/blueid.php. Beyond the first week of the semester, a student without an appropriate ID will receive an unprepared absence and will not be allowed to complete their lesson.

All individuals visiting MTSU airport facilities who have a need for unescorted access must check in at the Ground Operations desk upon arrival to be issued temporary "Visitor" badge(s). Badges shall be prominently displayed throughout the entire visit and returned to the Ground Operations desk upon departure.

Visitors who will be escorted (i.e. tour groups) while at MTSU airport facilities must remain under direct control of their escort at all times.

Contractors who routinely perform duties at MTSU airport facilities (i.e. custodial workers) will be issued badges. All other contractors will follow the procedures for visitors.

5.3 Student Dress Code

Any student at the Flight School is required to wear closed-toed shoes. This includes flight, ground, and simulator training events.

Students should consider the professionalism of their attire and personal upkeep. This includes consideration of weather conditions, personal hygiene, and appropriate symbols and words on clothing worn. Failure to comply may result in the issuance of absences.

5.3.1 Flight and Ground Testing Attire

Students are encouraged and expected to dress in business casual for all testing including FAA practical tests and stage checks.

5.3.2 Winter Weather

During operations where temperatures are below 40°F pants must be worn. Coat, hat, and gloves must be worn or stored in the aircraft.

5.4 Smoking, Vaping, and Tobacco Products

Smoking or the consumption of any tobacco product is not permitted on any MTSU owned or leased property, including all grounds, vehicles, and buildings. This includes MTSU aircraft and anywhere in the flight operations area. This applies to all forms of tobacco products, including but not limited to cigarettes, pipes, cigars, chewing tobacco, snuff, electronic cigarettes and vapes. Vaping of any kind is not permitted in an MTSU aircraft or building.

5.5 Lost and Found

A lost and found is in the dispatch area. If an item is found or lost, check with Ground Operations to turn in or to retrieve said item. There is no guarantee to how long these items will be kept at Ground Operations.

5.6 First Solo Traditions

One significant milestone for all private flight lab students is the initial solo flight. After this initial solo flight, the flight school has several traditions to celebrate this achievement:

- **Solo Bell:** Students are encouraged to ring the "First Solo" bell in the hallway of the Flight Education Center.
- **Shirt Tail:** Students are encouraged to bring a shirt that they are willing to have cut. The instructor will cut the shirt tail as a memento for the student. Students are encouraged to wear an undershirt or change before having the shirt cut.
- **Social Media:** Students and instructors are encouraged to send photos and videos of these traditions to aerospace@mtsu.edu for the department social media pages.
- **Solo Certificate:** Instructors will complete a "First Solo Certificate" for all students who complete their first solo. After being signed for the Chief Flight Instructor and displayed next to the "First Solo" bell, students can take this certificate home as another memento of the event.

5.7 Designated Runup Areas

Flight crews must taxi the aircraft to a designated area to complete runups. When exiting the runup area, the aircraft should be configured for takeoff. Flight crews should make every effort to allow enough room for other aircraft to enter the runup area and ensure the aircraft propwash is not striking other aircraft or personnel.

5.8 Takeoffs and Landings

5.8.1 Paved Runways Takeoff and Landing Distances

- **Single-Engine Aircraft:** The usable runway must be 2,500' long or 2.5 times the calculated takeoff ground roll, whichever is greater.
- **Multi-Engine Aircraft:** The usable runway must be 3,000' long or 1.5 times the accelerated-stop distance, whichever is greater.
- **Touch-and-Go/Stop-and-Go Landings:** Are not permitted unless the aircraft will become airborne with at least 1,500' of runway length remaining.

5.8.2 Intersection Departures

Intersection departures are only authorized if able to meet required takeoff distances requirements from the intersection.

5.8.3 Unpaved Runways

Unpaved runway use is permitted only with the approval of the appropriate flight training manager.

5.8.4 (RESERVED) Piper Cub Operations

5.8.5 Line Up and Wait

Line Up and Wait procedures are prohibited at non-towered airports. These operations can only be safely performed at an airport with an operating control tower when instructed by Air Traffic Control.

5.8.6 Land and Hold Short Operations (LAHSO)

Land and Hold Short Operations (LAHSO) and Special VFR operations are prohibited while soloing an MTSU aircraft.

5.9 Traffic Pattern Operations

5.9.1 Extending Downwind

When traffic is waiting at the hold short for departure, extending the downwind is recommended. Pilots should also consider exiting and rejoining the pattern. 360^{o} turns for spacing in the pattern are only permitted at a towered airport.

5.9.2 Departure Procedures

Downwind departure procedures are not encouraged at non-towered airports. The local departure procedures including noise abatement procedures should be followed.

5.9.3 Changing Runways Due to Wind

At non-towered airports, flight crews are encouraged to communicate with other pilots to determine the runway in use and exit the pattern to rejoin if a runway change is required.

5.10 MBT Specific Operations

5.10.1 MBT Runup Areas

MBT has three runup areas. MTSU aircraft should utilize the north and south runup areas. If both are full, MTSU aircraft may utilize the T-hangar runup area. Runups shall not be completed on a taxiway or holding short of the runway.

5.10.2 MBT Traffic Pattern Curfew

No traffic pattern operations, including touch-and-goes, stop-and-goes, low approaches, nor full stop taxi-backs are allowed before 7am or after 10pm weekdays and before 8am or after 10pm Sat/Sun/Holidays at KMBT. Modified night hours during the summer months will be posted and announced.

5.10.3 MBT Traffic Pattern Entry

Crossing mid-field above pattern altitude at KMBT is prohibited due to arrival traffic into KMQY.

5.10.4 MBT Departure and Arrival Procedures

MTSU has departure and arrival procedures for MBT that comply with local noise abatement procedures. Please refer to the most current version of these documents on the MTSU ForeFlight drive.

5.10.5 MBT Practice Instrument Approaches

Opposite traffic practice approaches at KMBT are prohibited. Opposite traffic or circling practice approaches may be conducted at other non-towered airports or at towered airports with approved procedures and with proper clearance. Use caution to enter the flow of traffic in accordance with the guidance in the AIM.

5.10.6 MBT Parking Procedures

- **Designated Parking:** MTSU aircraft have designated parking places. Please refer to the most current version of the parking map on the MTSU ForeFlight drive.
- **Turning:** Pilots should never turn toward the parking space to minimize the distances needed to push the aircraft back. Turning toward the parking space risks impacting the wingtip with other parked aircraft.
- **Row 2:** Aircraft parking in Row 2 at MBT must shut down abeam their designated parking spot. Aircraft are not permitted to turn in Row 2 prior to parking.
- **Solo Students:** Solo students should contact Ground Operations for assistance in pushing aircraft into designated parking spaces.

5.10.7 Stadium Temporary Flight Restrictions

MTSU's Floyd Stadium, the football stadium located on campus, meets the threshold to require a Stadium TFR during home games. This TFR extends 3 nautical miles from the center of the stadium up to an altitude of 3000 feet above ground level. The TFR will be active from 1 hour before the game until 1 hour after the game ends.

Prior to departure or arrival at MBT during a Stadium TFR the pilot in command must contact Nashville Air Traffic Control. During active TFRs traffic pattern work and multiple IFR approaches are not permitted.

5.11 (RESERVED) SYI Specific Operations

6. Aircraft Operations

6.1 Pilot in Command Responsibility (PIC)

The pilot in command is directly responsible for and is the final authority as to the operation of the aircraft and overall safety of the flight. During dual flights, the flight instructor is pilot in command. For all solo flights, the student is the pilot in command.

6.2 Aircraft Fueling and Fuel Trucks

6.2.1 Aircraft Fueling

MTSU aircraft may not be fueled with the engine operating.

It is the PIC's responsibility to determine that the aircraft has the required fuel for the desired flight. If the aircraft needs fuel, contact Ground Operations or coordinate with line service personnel on the ramp for fuel. In the event fueling is not available from MTSU fuel trucks, instructors and students will use the airport self-service fuel stations.

- The PIC will ensure that the aircraft is parked safely, wire grounded, and fueled correctly.
- Under no circumstances is an aircraft to be left unattended at a fuel pump.

6.2.2 Fuel Trucks

Only trained and authorized Ground Operations personnel may operate MTSU fuel trucks.

6.2.3 Fuel Cards

It is the pilot in command's responsibility to obtain and return the fuel card should the flight require fueling away from the home airport. MTSU fuel cards are in aircraft tins. If a fuel card is missing, it should be reported to Ground Operations for a replacement. Fuel receipts must be turned into Ground Operations.

If the flight crew pays for fuel personally, fueling reimbursement can be completed by providing the original fuel receipt to management. Without the original receipt, no reimbursement will be made. The receipt should be turned into Ground Operations with a copy of the credit card with all but the last four digits blacked out. The owner's

6.3 Approved Airports

A list of airports approved to conduct training is maintained by the Flight Training Managers and available on Foreflight and in the FEC Lobby. Only flights to approved airports are allowed unless approved by a Flight Training Manager.

6.4 Use of MTSU Aircraft

Use of MTSU aircraft is primarily for students to complete required academic course work. They may also be used for university outreach events and special events as approved by the Director of Aerospace Airport Operations.

Students may only rent MTSU aircraft to complete a lesson in a syllabus or complete a practical exam. Students may not rent aircraft outside of these events, except for approved graduation flights.

All training requirements for an academic course must be completed in an aircraft operated by MTSU.

6.5 Flight Simulators

This section does apply to any turbine-engine simulators. Please refer to the appropriate MTSU guidelines for turbine-engine simulators.

6.5.1 Flight Simulators Care

No food or beverage may be consumed inside the simulators, including water. Discard any trash left in the sim. Any issues with the simulator should be reported to Ground Operations.

6.5.2 Flight Simulator Use

Use of MTSU flight simulators is primarily for students to complete required academic coursework. They may also be used for outreach events and special events as approved by the Director of Aerospace Airport Operations.

MTSU Flight simulators will only be used under the supervision of a MTSU flight instructor and students are required to complete a simulator preflight worksheet before use.

6.6 Passengers and Observers

6.6.1 Passenger Requirements

Passengers are permitted on flights that do not conduct maneuvers.

Passengers must be MTSU students, staff, or faculty. The instructor has the final authority and responsibility for any passengers onboard flights. The instructor on duty must approve all passengers onboard any training flights and must be listed with an emergency contact in the reservation notes. Any exception to this policy must be approved by the Director of Aerospace Airport Operations.

6.6.2 Lesson Observer Requirements

Observers are passengers that are MTSU students or flight instructors that have a legitimate reason for observing the flight, including flights conducting maneuvers. Observers are permitted on dual flights if they have the permission of the student scheduled to fly, both flight instructors, and the instructor on duty. The observer's name and an emergency contact phone number need to be entered in the reservation notes.

Lesson observations provide learning opportunities for the observer and the student being observed. While safety, passenger currency, weight and balance restrictions, and lesson objective criteria must always be considered, students and instructors are encouraged to support lesson observations.

Except in rare cases approved by a training manager, no more than one observer may be carried on any dual flight. Observers are not permitted onboard any Piper Seminole flights with simulated one engine inoperative operations.

6.7 Dispatching Procedures

6.7.1 Arriving for a Flight

Students are expected to arrive at least thirty minutes prior to flight reservation start times. Students will check-in with Ground Operations to confirm the assigned aircraft for their reservation.

6.7.2 Preflight Worksheet

A preflight worksheet must be completed and signed by the student and instructor prior to being dispatched for a flight. If arranged with the instructor, the student may leave the preflight worksheet with Ground Operations for the instructor to review and go to preflight the aircraft on the ramp. The student may ask for the printed checklist from the aircraft tin prior to preflight. The instructor will sign the preflight worksheet and receive the dispatch ticket and aircraft tin for the aircraft.

6.7.3 Solo Flights

An MTSU flight instructor must review all paperwork for a solo flight and be present at the start of the solo reservation. The instructor must ensure that the preflight inspection has been completed, airplane is properly fueled, the oil levels are at minimums, and the aircraft starts properly.

Students training towards the Private Pilot certificate may only be approved for solo flight if the flight is planned to return no later than 1 hour before sunset. Student pilots shall not depart an airport if they are not able to land at their next destination before sunset. For the first solo and first towered solo, the flight instructor will be present at the airport for the entire duration of the flight.

For solo cross-country flights, the flight instructor must also review the student's flight planning and filed flight plan.

6.7.4 Aircraft Tins

An individual, tail number specific, tin will be provided for each flight. This tin contains information that must be checked prior to each flight.

The PIC must:

1. Check the current Tach time to ensure the aircraft will not exceed the 100-hour time.
2. Check and brief any aircraft discrepancies and ensure that the flight can be legally completed.
3. Ensure the aircraft keys are placed in the tin.
4. Check the Hobbs and Tach time in the tin and ensure both times match actual times displayed in the aircraft.

The aircraft tin is required for all flights.

6.8 Aircraft Airworthiness

6.8.1 Aircraft Inspections/Scheduled Maintenance

All MTSU aircraft must be inspected periodically (100 hours, annually, etc.). These inspections and their due dates/tach times are listed in printed dispatch sheet for each reservation. Aircraft must not be flown

beyond a required maintenance inspection. It is the pilot in command's responsibility to ensure enough time is remaining to complete the planned flight.

6.8.2 Aircraft Discrepancies

Before each flight, a flight crew should review and brief any existing aircraft discrepancies on the dispatch sheet and in the aircraft tin. If a flight crew notices an issue that has not been recorded, the discrepancy flow chart that is in the aircraft tin shall be followed. It is the pilot in command's responsibility to report and properly write up any noticed discrepancies.

6.8.3 Aircraft Condition

If a student notices poor aircraft condition during a preflight or postflight inspection, such as excessive tire wear, missing screws, scrapes/dents, or propeller nicks, it should be brought to the attention of the flight instructor. If the tire is showing any cord at all, the tire must be replaced before flying.

If a flight crew suspect that an aircraft tire has low air pressure, tire pressure gauges are available at Ground Operations.

6.8.4 Operation with Inoperative Instruments and/or Equipment

It is the pilot in command's responsibility to determine the airworthiness of the aircraft before each flight. If instruments/equipment that are not legally required to fly are missing, the pilot in command must determine if they are needed for the planned flight. Pilots will follow the aircraft discrepancy flow chart in the aircraft tin in accordance with 14 CFR Part 91.213.

6.9 Aircraft Care

6.9.1 Aircraft Cleanliness

Flight crews are responsible for cleanliness of their assigned aircraft. At the conclusion of each reservation, any trash be removed including but not limited to food, beverages, oil, and wipes. Flight crews that leave aircraft in a state of excessive uncleanliness may be subject to a cleaning fee.

6.9.2 Windscreen Care

Flight crews are responsible to clean the windscreen if dirty, however, the pilot in command is ultimately responsible for ensuring proper visibility. If a windscreen is dirty, cleaning supplies are in the back of each aircraft and the fuel truck.

6.9.3 Motion Sickness

Each MTSU aircraft is equipped with a convenience bag in case of motion sickness. If a student does not feel well before the flight, it is their responsibility to inform the instructor and terminate the flight if needed.

If any flight crew contaminates an aircraft due to motion sickness, they are responsible for reporting it to the instructor on call so that the aircraft can be downed and cleaned before being returned to service. The flight crew is responsible for cleaning the aircraft before leaving the airport. The flight school will

provide cleaning supplies and personal protective equipment for the flight crew to clean the aircraft. A member of management must inspect the cleanliness of the aircraft before it is returned to service.

6.10 Aircraft Securing

A non-secured airplane should never be left unattended. Aircraft should not be pushed back by a single person. Make sure to properly secure the aircraft with tie-downs, cowl plugs, chocks, and control locks (if applicable). Assure that the nose wheel of the aircraft is straight.

All doors and windows must be closed and latched. After each flight, all personal effects of any kind, including any trash, must be removed and the airplane left in a clean and organized manner. The last flight of the day must install the proper airplane cover. If any items are missing from the aircraft, notify Ground Operations to arrange for replacement.

6.11 Cold Weather Operations

Any time the ambient temperature falls below 30°F, the Piper Seminole aircraft must be preheated. Preheaters must be operated by an MTSU flight instructor. No student may operate or be left alone with a running preheater. Preheaters shall not be left unattended.

If frost or ice is present on the aircraft, de-frosting will be required before takeoff. De-frosting can be requested from Ground Operations.

6.12 Aerobatics

All aerobatic maneuvers in MTSU aircraft are prohibited except for spin training in the Diamond DA-20. At no time should an intentional maneuver be executed that causes the pitch angle to exceed 30 degrees, or the bank angle to exceed 60 degrees relative to the horizon. Every effort should be made to avoid these conditions.

6.12.1 Spin Training

Intentional spins are only to be conducted in the Diamond DA-20 aircraft as required for the Certified Flight Instructor training course.

6.13 Adjusting Aircraft Propellers

Flight instructors and students should not adjust aircraft propellers. Ground Operations personnel may adjust aircraft propellers to indicate that an aircraft has been fueled.

6.14 Special VFR Operations

Planned Special VFR Operations in MTSU aircraft require instructor on call approval.

6.15 Resetting Circuit Breakers

If a circuit breaker should activate, pilots may elect to reset the breaker once, should conditions warrant. Additional activation should be considered a true fault. Consult with on-call instructor prior to resetting the circuit breaker any additional times.

6.16 Limitations Specific to Piper Seminole Aircraft

1. One Engine Inoperative Limitations:
    a. **During the takeoff roll:** No OEI (one engine inoperative) procedures may be conducted above 50% V_{MC} (approximately 28 KIAS)
    b. **Immediately after takeoff:** No OEI procedures may be conducted below 400 feet AGL.
    c. **Between 400 AGL to 4,000 AGL:** No OEI procedures may be conducted by use of the mixture. OEI procedures will be simulated via reducing the throttle on the inoperative engine.
    d. **Above 4,000 AGL and within 10 miles of an approved airport:** OEI procedures may be conducted by use of mixture or throttle. OEI procedures conducted via idling the mixture must be restarted by 4,000 AGL.
    e. **At any altitude:** The fuel selector should not be used to initiate OEI procedures unless approved by the Part 61 Flight Training Manager.
    f. **Simulated OEI go-around:** Only to be conducted at or above 4,000 AGL
2. V_{MC} Demo: must be conducted at or above 4,000 AGL.
3. Drag Demo: recovery must be initiated no lower than 4,000 AGL.
4. No solo flights are authorized without prior approval from the Part 61 Flight Training Manager.
5. OEI procedures are limited to day-VFR conditions. Night flights should only be used for time building purposes, *not* OEI training.
6. The landing checklist shall be completed prior to entering mid-field downwind. There shall be a visual, verbalized check to ensure the gear is down and locked on downwind, base, and final legs of an approach to landing.
7. All students and CFIs must be familiar with emergency gear extension prior to acting as PIC in the Piper Seminole aircraft.

6.17 Fuel Samples and Disposing of Contaminated Fuel

Each aircraft has a GATS jar assigned to it. The GATS jar is in the backseat of DA-40 or the baggage areas of the DA-20, PA-44, and PA-18 aircraft. Use these jars for fuel samples. If no contaminants (water, dirt, etc.) are found, pour the fuel back into the fuel tank using the filtered side of the jar. Do not pour sampled fuel on the ground. If contaminants are found while collecting fuel samples, students should notify their instructor. The flight crew must continue to sump the fuel until no trace of contaminants are visible. Contaminated fuel shall be disposed in the appropriate containers located on MTSU fuel trucks or in designated locations in maintenance.

If the GATS jar is missing, the flight crew should inform Ground Operations. If the GATS jar is dirty, the flight crew should clean it before collecting a fuel sample.

6.18 Checklist Usage

The appropriate checklist must be used during each corresponding phase of flight. At no point should a pilot not use or deviate from an MTSU checklist, except in the event of an emergency when time does not allow.

6.19 Boarding and Deplaning

No person may board or exit an MTSU aircraft while the engine is operating, when magnetos are on, or when mixture(s) are not at idle cutoff.

6.20 Aircraft Starting

If an airplane will not start, notify the on-call instructor. Aircraft starters are limited to six attempts at ten seconds apiece with thirty second intervals. Hand-propping to start MTSU aircraft is prohibited.

6.21 Taxiing

Safe and reasonable taxi speeds are expected. When taxiing in any wind condition other than calm, the pilot shall hold the controls with the proper wind correction input.

The pilot is responsible for always ensuring obstacle clearance. The painted taxiway centerline will not always guarantee wingtip clearance. Shut down the engine and seek assistance in constricted areas. Aircraft may not be taxied through a line of tied-down aircraft.

6.22 Flight Plans

Any operation of an MTSU aircraft beyond 50 nautical miles of departure requires use of an FAA Flight Plan. Flight plans are expected to be filed at least 30 minutes prior to departure.

It is the responsibility of the pilot in command to ensure the flight plan is filed, opened, and closed appropriately.

6.23 Emergencies

6.23.1 Medical Emergencies

In any situation where a pilot or passenger is experiencing symptoms of what may be considered a medical emergency, proper actions must be taken. If these conditions are noticed prior to takeoff, the flight should not be initiated. If these conditions are noticed in the air, a landing at the nearest suitable airport may be necessary. Coordinate with EMS if the condition of said person requires it and notify the instructor on call when able.

6.23.2 Laser Strikes

If a flight crew experiences a laser strike while flying, they should inform the nearest Air Traffic Control facility and complete an Irregular Operations Report and a FAA Laser Strike Report after completing the flight.

6.23.3 Wildlife Strikes

If a flight crew experiences a wildlife strike while flying, they should inform the nearest Air Traffic Control facility and complete an Irregular Operations Report and a Wildlife Strike Report after completing the flight.

6.23.4 Icing Conditions

MTSU aircraft are prohibited from operating in visible moisture at 5°C or lower.

6.24 Electronic Devices

6.24.1 Regulatory

All portable electronic devices used in MTSU aircraft must comply with 14 CFR 91.21.

6.24.2 Approved Use

Portable electronic devices are approved only when they do not detract from safety or flight training. Apps such as ForeFlight, Cloud Ahoy, or FltPlan may be used if they do not reduce situation awareness.

6.24.3 Prohibited Use

Phone calls, text messages, social media, and games are prohibited while operating aircraft. Phone calls and texting may be used in emergency situations or when necessary to contact ATC.

6.24.4 Mounting

- **Temporary Mounts:** Each temporary mount must be inspected by a training manager and receive verbal approval for its location in the aircraft before initial use. Installation must not restrict the flight controls or damage the aircraft. Installation must also minimize the impact on visual/instrument scanning and the potential risk from the mount falling. This includes suction and wearable mounts. Adhesive mounts that cannot be removed from the aircraft will not typically be approved.
- **External Mounts:** Mounts external to the cockpit must be approved by the Director of Maintenance.

6.25 Electronic Devices – Additional Photo/Video Policies

6.25.1 Photo/Video Equipment Definition

Photo and video equipment refers to any electronic device used to capture photos or videos, including cell phones, and any associated mounting equipment or cables.

6.25.2 Dual Only

Photo and videos are only allowed during dual flights at the discretion of the instructor and with the agreement of the student.

6.25.3 Critical Phases of Flight

Neither front seat occupant may manipulate photo/video equipment during critical phases of flight. Critical phases of flight are defined as anytime the aircraft is in motion below 1,000 AGL or past the Final Approach Fix of an Instrument Approach Procedure.

6.25.4 Positive Aircraft Control

One pilot must always have positive aircraft control and maintain visual scanning procedures when photo/video equipment is in use by the other front seat occupant. This must be communicated and agreed upon by both pilots through a positive exchange of flight controls.

6.25.5 Passengers

With both instructor and student consent, passengers may operate handheld photo/video equipment during all phases of flight if they do not interfere with the safety of flight.

6.25.6 Content

Discretion should be used when sharing photos or videos. Promotion of the department is encouraged, but employees and students will be held responsible for regulatory or procedural deviations captured with photos and videos.

6.26 Responsibility for Damage to MTSU Aircraft

MTSU flight instructors and students are responsible for aircraft damage in accordance with the standard condition of aircraft use. See the relevant appendix to this manual.

6.27 (RESERVED) Radio Communications

6.27.1 Blue Raider Callsigns

6.27.2 Frequency Monitoring

6.27.3 Radio Professionalism

7. Flight Scheduling and Dispatch

7.1 Graduation Rental Flight

Graduating students may rent our aircraft for the limited purpose of flying with their parents. In many cases, parents have provided the financial resources necessary for these students to succeed. As such, we do believe it is important to allow students and their parents the opportunity to experience a moment of shared accomplishment.

To request a graduation flight email assistant.chief@mtsu.edu for approval.

For a student to use an aircraft for this purpose, they must:

- Be a current student or employee of MTSU.
- Use a Diamond DA-40 aircraft
- Have the minimum of $500 in their flight account to fly, or $700 if the student needs to regain flight currency with a flight instructor.
- Have three takeoffs and landings in the last 30 days in a MTSU Diamond DA-40.
- Remain within 25 miles of Murfreesboro Municipal Airport (KMBT).
- Schedule no more than a 2-hour VFR-day time block on the day of the planned flight. This must be scheduled by Ground Operations.

NOTE: This flight is subject to cancellation should the aircraft be needed to complete a training lesson.

7.2 Hours of Operation

The flight school is generally open from 6:00 AM to 12:00 AM (midnight), seven days a week. When Daylight Savings Time is not in effect (generally November-March) the flight school will close at 10:00 PM. There may be periods of reduced hours of operations between semesters. The flight school is closed for Winter Break and for certain holidays as well as mandatory student and instructor meetings.

7.2.1 Early Dispatch

If a flight needs to depart before the flight school opens prior arrangements must be made with the instructor on call and a Ground Operations Coordinator. The flight will be dispatched the night prior to be available for the student and instructor the next morning.

7.2.2 After Hours

Flight crews are to return on time before curfew. If a flight crew determines they may return after curfew for any reason, they must inform Ground Operations as soon as possible as well as the instructor on call. Arrangements will be made to ensure the flight crew is monitored and returns safely. This will generally include a Ground Operations Coordinator or Shift Lead remaining at the flight school.

7.3 Scheduling Procedures

MTSU uses a scheduling system called Flight Schedule Pro (FSP). Aircraft and ground reservations will be scheduled in accordance with the policy below.

To ensure equal access to aircraft, the following scheduling policy has been established:

- Instructors will schedule all activities. Students will not schedule flights or grounds.
- Instructors must schedule at least 2 hours in advance and can schedule up to 14 days in advance. Flights within the 2-hour window can be made through Ground Operations.
    - Checkrides beyond 14 days can be scheduled by Ground Operations.
- Students must have a positive balance of $500 to be dispatched.
- All grounds and flights must be scheduled in advance for the appropriate duration.
    - At the start of the semester, 2 reservations will be allowed per student. This will increase to 3 reservations on the third day. Instructors will be able to book a 4th reservation per student starting at the end of the first week.
        - This will help to ensure all students are able to be scheduled during the first week without half the students taking up all the best times.
    - Once the schedule is started, 4 reservations are allowed per student. This includes reservations on the current date.
    - Each student can only have one reservation per day prior to the schedule being built by Ground Operations.
    - Maximum of 12 hours of reservations per student.
    - Longest booking allowed is 8 hours (flight hours should be at least 75% of reservation period).
    - A stage check counts towards the student's total reservations.
    - Multiple lessons can be logged per reservation.
- Each lesson must be logged on the day and time that the training occurred.
- Instructors are encouraged to only use one reservation per student for grounds. This will allow the instructor to use the other three reservations for aircraft. An instructor and student can complete more than one ground per week. Instructors should schedule the additional grounds once the first ground lesson is completed.
- Aircraft will be reserved by type with the actual tail number being assigned by Ground Operations during scheduling building.
- Available slots after the schedule has been built are available for short-type scheduling. If this is a student's second reservation of the day the instructor must contact Ground Operations to schedule it.
- Grounds are checked out and in by instructors. The dispatch sheet must be printed and submitted for billing.
- Ground Operations will only schedule the second event of the day for a given student.
    - Instructors must book grounds in advance (included in the 4 reservations total)
    - If a student has 4 bookings in the future and they want to add an event, their instructor needs to cancel a future booking to allow today's event to be scheduled.
- Reservations must be cancelled more than 24 hours in advance (except for weather or maintenance) or the student will be charged a no-show. In the case of illness, students shall notify the instructor via text or phone. If the cancellation is within 24 hours, a no-show and attendance absence will be in effect until the student provides written notice from a medical professional. It is highly encouraged that students use MTSU's medical clinic and ensure any medical issues are reviewed by an AME to prevent medical disqualifications.
- Flights cannot be changed to grounds (except for adverse weather). Inadequate preparation for a flight should result in a no-show, not a ground discussion.

- Cancellations for disingenuous reasons may result in disciplinary action.

7.4 Schedule Change

If a flight has been cancelled, the student and instructor should receive an automated email. If a student must reschedule a flight on the same day, the schedule may be full, and a new slot is not guaranteed. Every effort should be made to make up any cancelled meetings.

7.5 Schedule Priority

A system is used for determining aircraft availability. The highest priority flights are administration and checkride, followed by stage check, followed by non-course dual, followed by QMS feedback sessions. All other flights receive the same level of priority.

7.6 Stage Check Scheduling

After assignment, check instructors should contact the student within 24 hours and schedule within 7 days.

7.7 Bumping Procedures

Reservations may be bumped for higher priority flights or for maintenance. When this occurs the instructor and student will receive an email notification.

Stage checks may receive approval to bump scheduled flights within 24 hours.

Checkrides can bump any flight at any time.

7.8 Check-Out

The Hobbs meter and tachometer time must be checked against the dispatch ticket and aircraft tin during preflight. If any difference is noted a photo should be taken to verify the correct times and indicated on the dispatch ticket.

7.9 Check-In

Upon completion of a flight under normal circumstances return the keys, tin, and dispatch ticket to Ground Operations immediately upon arrival and prior to any post-flight briefings. The breakdown of flying time on the invoice must be shown identically in the student's logbook and syllabus. Failure to log the time correctly and accurately may adversely affect the student's eligibility for course completion.

Prior to leaving the Flight Education Center, the CFI should make the appropriate entry into the student's training record in FSP.

7.10 Instructor Cancellations and No Shows

Instructors are expected to meet with their student during each scheduled activity. Instructor cancellations are not permissible. The only acceptable excuse is an emergency or illness. In both cases, the instructor should notify the appropriate Flight Training Manager and include their SI.

7.11 Flight Readiness Self-Evaluation

It is a student's responsibility to evaluate and ensure their readiness before each flight. If a student does not properly pass any item on the IMSAFE checklist, it is their responsibility to inform the flight instructor and terminate the flight as soon as possible.

7.12 Pre-Flight and Post-Flight Briefings

Most flights will include a charge of 0.5 hours of ground instruction. This charge is for pre/post-flight briefings and paperwork included for each flight lesson. Some flights may require a longer ground instructional period and will be reflected on the invoice.

Pre-flight briefings usually consist of a brief explanation of the upcoming lesson, as well as ensuring a student is prepared for the flight.

Post-flight briefings should be done after every dual flight to ensure the student is informed of performance and progress through the lab. This should be a comprehensive evaluation of the flight, a look ahead at the upcoming lesson, and a time to answer any questions. After a post-flight briefing both the instructor and student should agree on the progress and performance of a student.

Briefings should take place in briefing spaces on MTSU Flight School property.

7.13 Deviations from Flight Plan

If any flight deviates from the official flight plan turned into ground ops, MTSU Ground Operations must be notified as soon as possible. If your estimated time of arrival has changed, and you will be later than expected, you must notify MTSU Ground Ops as soon as possible.

7.14 Late Policy

Flight reservations are expected to be landing at the respective base of operations no later than 15 minutes before the end of the reservation. Failure to do so can result in delaying other students' reservations. When a flight is going to be late, they need to inform Ground Operations through the appropriate radio frequency.

Flights that return late will be expected to log their late arrival with Ground Operations. Repeat offenses can result in punitive actions.

7.15 Schedule Blocks

MTSU utilizes schedule blocks built into Flight Schedule Pro in order to maximize fleet efficiency and minimize airport congestion. Students and instructors should do their best to schedule into schedule blocks. These blocks are generally 2 ½ hours for the Diamond DA40 and 2 hours for the Piper Seminole. Additional schedule lines are available for flights that need to go beyond these flight times.

7.16 Long Solo Scheduling

Commercial pilot certification requires a long solo cross country flight. In order to maximize fleet usability these flights require special scheduling.

In order to schedule a long solo flight towards the Commercial Pilot Flight Lab, the primary instructor must email Ground Operations at flight.dispatch@mtsu.edu the following information:

- Student Name
- Signoff Instructor (if not the primary)
- Route
- Date Requested
- Departure Time Requested (7:00 AM or 8:00 AM)

Long solos will be scheduled in the order they were received.

During the first ½ of the semester (generally 8 weeks for Fall and Spring, 6 weeks for Summer), long solo cross bookings will only be permitted on Sundays. Only 8 slots will be available each Sunday for these. Requests must be received by the preceding Friday at 12:00 PM to be considered. After this time the placeholder slots will be removed and open for scheduling.

7.17 Short-Type Scheduling

Each day the schedule is built from booking groups into specific tail numbers. This generally occurs between 2:00 PM and 5:00 PM the day prior. After this time the day is available for short-type scheduling. Instructors and students may take advantage of available aircraft and request reservations even if they go beyond the scheduling limitations.

7.18 Skipping Class

MTSU's open scheduling model allows for flexibility for external factors such as work, class schedules, and course flexibility. At no time should a student skip or miss another academic course in order to meet flight school requirements.

7.19 (RESERVED) Staff Flight Experience

8. Quality Management System

8.1 Quality Management System (QMS) Mission Statement

The mission of the Quality Management System is to ensure that the MTSU Flight School produces professional pilots that exceed industry expectations through continuous improvement.

8.2 Quality Management Team

8.2.1 Quality Manager

The Quality Manager is a Flight Training Manager who is responsible for the quality management of all flight training at the MTSU Flight School, including Part 141 and Part 61 courses. They supervise the Quality Management Team including Quality Leads and other flight school staff with QMS-related duties. Any flight school employee or student with quality-related concerns can direct their concerns to the Quality Manager.

8.2.2 Quality Leads

Quality leads are check instructors who are selected via an application and interview process. They are primarily line instructors but are allotted eight hours a week towards QMS responsibilities. Primary responsibilities are instructor feedback sessions, ramp checks, and preflight worksheet audits. Students and other instructors are encouraged to view QLs as a resource for questions and advice. A current list of QLs can be found under the instructor section of the MTSU ForeFlight drive.

8.2.3 Auxiliary QMS Staff

Leading by example for line instructors, training managers receive periodic QMS feedback sessions. The Quality Manager may utilize other staff beyond quality leads, such as faculty members, to conduct these sessions.

Currently, an Assistant Flight Training Manager serves as additional administrative staff for QMS projects.

8.3 Instructor Feedback Sessions

New line and check instructors receive periodic feedback sessions from Quality Leads. These sessions are intended to provide these instructors with valuable feedback for continuous improvement. They are non-punitive and confidential.

Students will be contacted by their line or check instructor of a pending feedback session. While students may decline a feedback session, they are strongly encouraged to allow the QL to observe the ground or flight. The QL will not interfere with the lesson or stage check except for safety concerns. Feedback sessions receive schedule priority.

8.4 Ramp Checks

Quality Leads will conduct periodic ramp checks of MTSU students and instructors. These are intended to prepare students for FAA ramp checks and checkrides. QLs are instructed to take an instructional approach to these ramp checks. However, missing required documents may result in an unprepared absence or cancelled reservation.

8.5 Preflight Worksheet Audits

Quality Leads conduct periodic audits of preflight worksheets. Students and instructors are encouraged to complete preflight worksheets as accurately as possible, both for as a safety and compliance consideration.

8.6 Quality Reports

Concerns about any training documents at the flight school can be reported using the quality reporting system. The link to file a report can be found on the flight school bulletin board and the MTSU ForeFlight drive. These reports can be anonymous; reports with a name should receive an update from flight school management.

Appendix A: Flight School Staff

Title	Name	E-mail
Department Chair	Dr. Chaminda Prelis	chaminda.prelis@mtsu.edu
Director of Aerospace Airport Operations	Doug Palmer	douglas.palmer@mtsu.edu
Director of Aerospace Safety	Meredith Boardman	meredith.boardman@mtsu.edu
Flight Training Manager, Part 141	Michael Gref	michael.gref@mtsu.edu
Flight Training Manager, Part 61	Peyton Nolan	peyton.nolan@mtsu.edu
Flight Training Manager, Quality Management	Nate Tilton	nate.tilton@mtsu.edu
Assistant Flight Training Manager	Lloyd Brown	lloyd.brown@mtsu.edu
Assistant Flight Training Manager	Korey King	korey.king@mtsu.edu
Assistant Flight Training Manager	Sean Logan	sean.logan@mtsu.edu
Aircraft Maintenance Manager	Matt Taylor	matt.taylor@mtsu.edu
Student Services Manager	Michele Doughtie	michele.doughtie@mtsu.edu
Ground Operations Manager	Kim Sandman	kimberly.sandman@mtsu.edu
Flight Records Manager	Paul Miller	paul.miller@mtsu.edu
Checkride Coordinator	Mig Christian	mig.christian@mtsu.edu
Flight School HR Specialist	Brenda Gattis	brenda.gattis@mtsu.edu
Facilities and Equipment Manager	Aubrey Vest	aubrey.vest@mtsu.edu
Outreach Services Assistant	Briana McDonnald	briana.mcdonald@mtsu.edu

Appendix B: Required Flight Lab Materials

All Students:

- ❑ $50 Flight School Publication Fee ***(Flight Account will be invoiced for this charge)***
- ❑ Current FAR/AIM
- ❑ Current Chart Supplement (Southeast required, others as appropriate)
- ❑ MTSU Safety Practices & Procedures (ForeFlight and Flight Schedule Pro)
- ❑ Logbook
- ❑ Headset
- ❑ Kneeboard
- ❑ View-Limiting Device
- ❑ E6-B Flight Computer

Private Students:

- ❑ Airman Certification Standards – Private (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ VFR Plotter
- ❑ MTSU DA40 Standardization Manual
- ❑ Private Pilot Certification Course, ASEL Training Course Outline (ForeFlight and Flight Schedule Pro)

Instrument Students:

- ❑ Airman Certification Standards – Instrument (available at faa.gov)
- ❑ Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- ❑ Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- ❑ IFR Plotter
- ❑ MTSU DA40 Standardization Manual
- ❑ Instrument Rating Course, Airplane Training Course Outline (ForeFlight and Flight Schedule Pro)

Commercial Students:

- ❑ Airman Certification Standards – Commercial (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- ❑ Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- ❑ VFR & IFR Plotter
- ❑ MTSU DA40 Standardization Manual
- ❑ Commercial Pilot Certification Course, ASEL Training Course Outline (ForeFlight and Flight Schedule Pro)

Multi-Engine Students:

- ❑ Airman Certification Standards – Commercial (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- ❑ Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- ❑ MTSU Piper Seminole Standardization Manual
- ❑ Commercial Multi-Engine Certification Course Syllabus (ForeFlight and Flight Schedule Pro)

CFI Students:

- ❑ Practical Test Standards – Flight Instructor (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ MTSU DA40 Standardization Manual
- ❑ Flight Instructor Certification Course, ASE Training Course Outline (ForeFlight and Flight Schedule Pro

CFII Students:

- ❑ Practical Test Standards – Flight Instructor Instrument (available at faa.gov)
- ❑ CFII Syllabus (ForeFlight and Flight Schedule Pro)
- ❑ MTSU DA40 Standardization Manual
- ❑ Flight Instructor Instrument Course Syllabus (ForeFlight and Flight Schedule Pro)

MEI Students:

- ❑ Practical Test Standards – Flight Instructor (available at faa.gov)
- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ MTSU Piper Seminole Standardization Manual
- ❑ Multi-Engine Flight Instructor Certification Course Syllabus (ForeFlight and Flight Schedule Pro

Cross-Country Students:

- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ Current IFR Enroute Low Altitude Charts (L-15/16, L-25/26, L-17/18 required, others as appropriate)
- ❑ Current Terminal Procedures (Approach Plates) (SE-1 TN & KY required, others as appropriate)
- ❑ MTSU DA40 Standardization Manual
- ❑ Cross-Country Course Syllabus (ForeFlight and Flight Schedule Pro)

Tailwheel Students:

- ❑ Current Sectional Aeronautical Charts (Atlanta required, others as appropriate)
- ❑ Tailwheel Course Syllabus (ForeFlight and Flight Schedule Pro)

Appendix C: Standard Conditions of Aircraft Use

In relation to use of MTSU aircraft, I agree to the following conditions and/or charges:\

1. I will return the aircraft at the agreed-upon-time, weather and maintenance issues permitting.
2. I agree to arrange for the return of the aircraft, at my expense, to Murfreesboro (KMBT), if forced to leave the aircraft elsewhere due to forecast and avoidable weather conditions.
3. I agree to call officials of Middle Tennessee State University (flight instructor or chief instructor) in the event of ANY delay, deviation, or any unexpected circumstances.
4. I agree to use this aircraft only for the flight(s) specified by the lesson(s) assigned or other approved MTSU flight activity.
5. I agree that no flight instruction will take place in this aircraft except by MTSU designated instructors.
6. I agree that this flight will be conducted under FAR part 61, part 141, and part 91 only.
7. I agree to the following safeguards:
    a. To inspect the aircraft and not takeoff unless it is in an airworthy condition.
    b. To observe ALL safety procedures outlined in the MTSU Safety Practices and Procedures.
    c. To observe ALL federal, state, and local air safety regulations and practices.
    d. To obtain timely weather reports and forecasts prior to every flight.
    e. To land only at published airports with paved, hard surface runways that are adequate in length for the aircraft weight and balance limitations and weather conditions at the time of use. (This does not apply to tailwheel training).
    f. To fly at the safest altitude that coincides with FAA regulations and restrictions for the maneuver or procedure to be accomplished.
    g. To file an FAA Flight Plan with a Flight Service Station for all cross-country flights.
    h. I will not take off when the wind velocity or crosswind component is expected to exceed published aircraft limitations.
8. I will not allow anyone else to fly the aircraft I have been assigned for my flight.
9. I agree that I may be required to pay for loss or damage to this aircraft due to my negligence as follows:
    a. If solo, I am solely responsible for the cost of the damages.
    b. If dual but not acting as PIC, my instructor is solely responsible for the cost of the damages.
    c. If dual and acting as PIC, my instructor and I are equally responsible and will split the cost of the damages.
10. I agree that NO outside maintenance will be performed without prior MTSU approval.
11. I certify that I am proficiency current by regulations, have been checked out in the aircraft make and model by MTSU personnel, have a current Airman's Medical Certificate, and have current pilot Information on file with MTSU.
12. I understand that any and all exceptions must be approved by the Chief Flight Instructor, Assistant Chief Flight Instructor or a person designated as approved by the Chief Flight Instructor.

Appendix D: Attendance Policy

Attendance Policy Overview

To make satisfactory progression in a flight lab, students are expected to conduct training events during each week of the semester. Failure to meet attendance can result in removal from the lab and subsequent termination of flight training at MTSU. The Aerospace section of the MTSU catalog states that a student must be: "in good standing within the department" and make "consistent and satisfactory progress in flight training". To remain in good standing a student must maintain a 3.0 GPA (2.5 GPA if enrolled prior to Fall 2020), hold an unexpired and valid 1st or 2nd class FAA medical, and maintain enough money in their flight account to continue flight. Consistent and satisfactory progress in flight training is as stated: If a student allows long periods of time between flights or constantly cancels flights, they are not consistent. If the student is unprepared for ground training, flight training, or does not follow the rules as set, they are not performing satisfactorily.

The attendance policy sets reasonable limits to afford the student the best opportunity to finish the professional pilot program in the allotted time. It is understood that on occasion there may be unforeseen circumstances which hinder progress. Interruptions in training will be handled in a fair manner on a case-by-case basis in consultation with the Flight Training Managers. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight school personnel.

Lab Students Weekly Attendance Requirements

During the semester students are expected to comply with the following attendance requirements throughout the semester:

Lab(s)	Fall-Spring Semester	Summer Semester
	Attempted Training Events per Week	Attempted Training Events per Week
Private, Instrument, Commercial, Multi-Engine	4	5
CFI	3	3
CFII, MEI, Cross Country	2	2
Tailwheel	1	1

- A week begins on Sunday at flight school opening and ends on the following Saturday at flight school closing.
- An attempted training event includes a ground session, simulator session, or aircraft flight, or a valid cancelation of a scheduled training event.
- Between semesters students are not held to the attendance policy.
- Students must complete their FAA knowledge tests prior to the lesson deadlines specified in the TCO. Students are not exempt from the attendance requirements to study for this test.

Exceptions to the Attendance Requirements

The following conditions are exceptions to the attendance requirements:

- Waiting on a stage or strand check or checkride.
- During the first week of the semester the attempted training events per week for Private, Instrument, Commercial, Multi-Engine, and CFI are reduced to two (2). All other lab attendance requirements remain unchanged.
- During University Holidays, found on the published University calendar, the attempted training events per week for Private, Instrument, Commercial, Multi-Engine, and CFI are reduced to two (2). All other lab attendance requirements remain unchanged.
- During Spring Break there is no required attendance for any lab.

The following conditions may result in approved exceptions to the attendance requirements and are considered on a case-by-case basis by Flight School Management:

- Personal Vacation
- Personal Emergency
- Extended Illness or Injury
- Loss of Medical Status
- Exhausted Finances

Absence Policy

If a lab student misses a scheduled training event, they will be issued an absence. A schedule training event is defined as an event with a reservation made in Flight Schedule Pro. If the reservation is made within 24 hours the instructor must confirm the reservation with the student in writing. Absences must be recorded in Flight Schedule Pro and the student's training record.

Absences will be charged the following:

First Absence	The student will be charged a $50.00 fee.
Second and Subsequent Absences	The student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate.

A student who does not meet the required training events per week may be issued an absence for each training event they did not meet. This will be assessed by the appropriate Part 61 or Part 141 Flight Training Manager. Failure to meet 50% of the required training events in a given week will result in an meeting with a Flight Training Manager or Assistant Flight Training Manager.

- If a student is issued three (3) absences throughout the course of a lab, the student will be placed on a flight hold until they meet with a Flight Training Manager.
- A student who reaches four (4) absences will be placed on a flight hold, removed from flight training, and issued a failing grade.
- A student may appeal an issued absence to the Part 141 or Part 61 Flight Training Manager, as appropriate.
- Absences remain with a student's training record for the duration of their flight lab, including semesters of incomplete or re-enroll status. Absences reset at the beginning of a new flight lab.
- A student who is removed from flight training due to absences will have their absence record reset upon re-enrollment.

Absence Definitions

No Show Absence: A no show absence is issued if the student does not show up for a scheduled training event. Students must show up no less than 30 minutes prior to a flight reservation.

Unprepared Absence**:** An unprepared absence is issued if the student does not show up fully prepared to complete the lesson.
Late Cancellation Absence**:** A late cancelation absence is issued if the student cancels a scheduled training event within 24 hours of the scheduled start time.
Lack of Attendance Absence: A lack of attendance absence is issued by the appropriate Part 61 or Part 141 Flight Training Manager. These are assessed if the student fails to meet the required number of attempted training events. These do not incur a fee.
PlaneEnglish Absence: An absence issued in the Private or Instrument lab for failing to complete a stage of the PlaneEnglish training.

PlaneEnglish Training Software

All students enrolled in the Private and Instrument Flight labs are required to complete PlaneEnglish ARSim lessons and stages by the posted deadline.

Throughout the semester students are expected to complete stages of the trainer module by deadlines set throughout the semester. Failure to meet these deadlines may result in absences, a flight hold, or removal from the lab. Below is an outline of absence accrual for failing to meet the deadlines.

- Midsemester Deadline: Stage 1 and 2 of the PlaneEnglish module must be complete. Students will receive an absence for each stage not completed.
- Semester End Deadline (7 Days before Last Day of Classes: Stage 3 and 4 of the PlaneEnglish module must be completed, including any previous incomplete stages from the midsemester deadline. Students will receive an absence for each stage not completed. Additionally, a 1-week flight hold will be placed on the student to complete the remaining stages. Failure to complete missing lessons within the 1-week timeframe will result in removal from the lab.

Absences will be issued by Flight Training Managers or Assistant Flight Training Managers and logged in the student's record of attendance. Appeals and deadline extensions or waivers may be issued at the discretion of the Flight Training Managers.

Illness Cancellation

Students MUST visit MTSU Health Services or medical professional to obtain a written statement and submit to the Chief or Assistant Chief for the absence to be waived.

Student Vacations

During the fall and spring semesters, students must take vacations during scheduled breaks. Any vacation not associated with a scheduled University break will result in absences being accrued. No vacations are authorized during a summer flight lab.

Absence Appeal

If a student feels that an absence was assigned wrongfully, the student may appeal to the appropriate Flight Training Manager. The appeal should be initiated as soon as the student is aware of the absence in question. When uncertain or in doubt of a situation regarding absences, discuss the matter with the appropriate Flight Training Manager.