Flight Lab Guide

The information contained in this publication is critically important to understanding the flight lab award process at MTSU; Please read carefully and thoroughly.
**Table of Contents**

Welcome .................................................................................................................. Page 5
Where to Go for Help or Action ........................................................................... Page 5
Safety of Flight ....................................................................................................... Page 6
Flight Lab Award Checklist .................................................................................. Page 7
Financial Aid ......................................................................................................... Page 8
International Students ......................................................................................... Page 9
VA Funded Students .............................................................................................. Page 10
Flight Lab Costs ...................................................................................................... Page 12
Extra Costs Associated with Flight Labs .............................................................. Page 14
Paying for Your Flight Lab .................................................................................... Page 14
Process for Determining Lab Awards .................................................................... Page 15
Pro IV and Pro V ..................................................................................................... Page 17
AERO 3241 ........................................................................................................... Page 17
Registration ........................................................................................................... Page 18
2019-2020 Detailed Flight Lab Costs .................................................................... Pages 19-20
2019-2020 Elective Flight Lab Fees ....................................................................... Pages 21
Required Flight Lab Materials Lists ...................................................................... Pages 22-23
Spring / Fall Flight School Attendance Policy Form ............................................ Pages 24-25
Summer Flight School Attendance Policy Form ..................................................... Pages 26-27
Websites ................................................................................................................ Page 28
Welcome to the Aerospace Department at Middle Tennessee State University (MTSU)! The MTSU Aerospace Department, comprised of a staff of experienced aviation professionals, is dedicated to ensuring that you receive the best aviation education possible. Support is provided by:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Location</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Dr. Wendy Beckman</td>
<td>Room S211, Business &amp; Aerospace Building (BAS)</td>
<td>(615) 494-8755</td>
<td><a href="mailto:Wendy.Beckman@mtsu.edu">Wendy.Beckman@mtsu.edu</a></td>
</tr>
<tr>
<td>Flight Operations Program Manager</td>
<td>Nicholas Lenczycki</td>
<td>Flight Education Center, KMBT Airport</td>
<td>(615) 217-6314</td>
<td><a href="mailto:Nicholas.Lenczycki@mtsu.edu">Nicholas.Lenczycki@mtsu.edu</a></td>
</tr>
<tr>
<td>Chief Instructor</td>
<td>Paul Mosey</td>
<td>Flight Education Center, KMBT Airport</td>
<td>(615) 890-5755</td>
<td><a href="mailto:Paul.Mosey@mtsu.edu">Paul.Mosey@mtsu.edu</a></td>
</tr>
<tr>
<td>Assistant Chief Instructor</td>
<td>Matthew Torres</td>
<td>Flight Education Center, KMBT Airport</td>
<td>(615) 890-5755</td>
<td><a href="mailto:Matthew.Torres@mtsu.edu">Matthew.Torres@mtsu.edu</a></td>
</tr>
<tr>
<td>Advisor</td>
<td>Amanda Doss</td>
<td>Room 120, Davis Science Building</td>
<td>(615) 898-2277</td>
<td><a href="mailto:Amanda.Doss@mtsu.edu">Amanda.Doss@mtsu.edu</a></td>
</tr>
</tbody>
</table>

The Chief Instructor is responsible for overseeing your progress and working with your flight instructor to ensure that you are making satisfactory progress in your course, and assisting your flight instructor in resolving any issues that may be encountered.

Your Flight Instructor is responsible for providing you with the training, guidance, and mentoring necessary to achieve the pilot certification you seek, and instilling the discipline necessary for ensuring that you conduct all flight operations to the highest level of safety possible. Throughout your flight education you are encouraged to speak with your flight instructor to answer any questions you may have, or resolve any issue. If your flight instructor is not able to assist you to your satisfaction, you are encouraged to speak with the Chief Instructor to resolve your question or issue.

Where to Go for Help or Action
The following is provided to assist you in the event you are unsure of who to see or where to go to address a question, issue, or concern you may have:

- Add/Drop a Flight Lab Course (After deadline) …………………… Flight Operations Program Manager
- Flight Lab Awards…………………………………………………… Flight Operations Program Manager
- Flight Safety Concerns, Safety Suggestions ………………………………… Chief Instructor
- Flight Account Questions/Funding ……………………………………… Assistant Chief Instructor
- Grade, Final Course Grade …………………………………………….. Assistant Chief Instructor
- Grounding …………………………………………………………………… Chief Instructor
- Help! No One’s Listening …………………………………………. Flight Operations Program Manager
- Instructor Assignment …………………………………………………. Assistant Chief Instructor
- Instructor Change Request ………………………………………………. Chief Instructor
- Registration …………………………………………………………………… Advisor
**Safety of Flight**

Students in the Aerospace Department are required to fly in the University’s training aircraft during several courses within each concentration. These courses include AERO 1020 for all Aerospace students, AERO 2710 for UAS Operations students, and all the flight lab courses encompassed within the Professional Pilot concentration for Professional Pilot students.

MTSU operates DiamondStar DA40 aircraft as the primary trainer. For a variety of reasons (including fleet commonality, instructor standardization, maintenance considerations, etc.), the University only operates this make and model aircraft as a primary trainer. While these aircraft are very capable, every aircraft has physical limits that may prohibit a student’s ability to safely participate in a given course.

The aircraft is approximately 37” from seat to canopy. The maximum length of the seat belt is 35” from seat edge to seat edge. The center-stick flight control affords 7.5” from stick to aircraft sidewall when fully deflected. The combined weight of aircraft, student, instructor, and fuel is also a limitation. Entry into the aircraft requires that students step up onto the aircraft’s wing and then lower themselves into the cockpit. Students would need to be able to egress from the aircraft in the reverse order under both normal and emergency situations. All of these requirements and limitations must be taken into account for safe participation in the flight portion of a course. Students may find it useful to arrange to sit in the aircraft prior to classes to determine if a safety issue exists.

If a flight lesson required by the courses indicated above cannot be accomplished safely, non-Professional Pilot concentration students will be required to complete an alternative assignment in lieu of the flight portion of their respective course. The faculty member assigned to the course will provide more information. Professional Pilot students must be able to train using the University’s training aircraft during each curriculum-required flight lab course.

Students that require a reasonable accommodation under the Americans with Disabilities Act (ADA) are encouraged to contact the Disability & Access Center and then discuss any approved accommodation related to aircraft operation with the flight school prior to classes.
Flight Lab Award Checklist

Flight labs are awarded to eligible students prior to the start of the semester. To receive and retain a flight lab, you must complete ALL of the steps outlined below. Many of these steps can and should be completed well before the start of the semester. Late requests will be awarded only after all other requests are considered.

If all of these requirements are not met, you will not receive or retain a flight lab for the semester

☐ 1. Apply for financial aid – Students should apply for financial aid as soon as possible. DO NOT WAIT until you are registered for a lab to begin your financial aid applications.
   b. http://www.mtsu.edu/tuition/flight-lab.php

☐ 2. Apply for TSA approval (INTERNATIONAL STUDENTS ONLY) – All international students must receive permission to train from the TSA. This can take several months. It is important that all international students diligently work on this multi-step process to prevent delays in training. All MTSU flight training is categorized as Category 3.

☐ 3. Submit your Flight Lab Request Form – Students must request a flight lab request for a given semester. Only the final submission for a given semester will be reviewed. Forms can be found at: http://www.mtsu.edu/aerospace/
   a. The flight lab request form includes a financial aid section to notify financial aid of your expected need and an authorization section to allow the business office to move financial aid directly into your flight account. Students without a financial aid need denoted on their flight lab request form or those that do not grant permission for aid to be transferred may not be eligible for an extension should a funding delay occur.

☐ 4. Obtain an FAA Medical - Students must have a 2nd Class Medical Certificate (with at least 3rd class privileges) or higher. Students are encouraged to complete the physical well before the start of the semester to identify and resolve any concerns. Concerns may take months to resolve. In most cases, the medical is valid for 60 months for individuals under 40 years old. If not uploaded with the lab request, new students will need to email a copy of their FAA medical to FlightLab@mtsu.edu. New students that fail to submit their medical with their request or via email by the deadline listed in the award email will lose their lab.
   a. Pre-exam questionnaire - https://medxpress.faa.gov/
   b. Schedule exam with Aviation Medical Examiner (AME)
      i. AMEs can be found at: https://www.faa.gov/pilots/amels/

☐ 5. Register for all other classes – Students should register for the upcoming semester during the normal registration window. Students will not be able to register for flight labs or ground courses (beyond AERO 2230) until the associated lab is awarded. Students requesting the private lab must be registered for, or have taken, AERO 2230 in order to be eligible for a Private Pilot (AERO 2201) lab award. Advanced labs and associated ground courses require specific permission of the department that is only issued after lab awards are announced. Students will not be able to register for these flight labs or ground courses until flight labs are awarded.
6. Complete any Prerequisite Certificate/Rating – Students must complete any prerequisite certificate/rating in order to register for the subsequent flight lab and co-requisite ground course. Priority during the lab award process will be given to students with completed prerequisites by the end of the previous semester (Fall and Spring Only).
   a. Students that have completed a certificate/rating outside of MTSU and did not attach a copy with their lab request must email a copy of their temporary certificate to FlightLab@mtsu.edu to receive a permit to register. This copy must be received prior to the priority deadline to receive priority.

7. Receive Flight Lab Award and Register for the Flight Lab Course & Co-requisite Ground – Flight lab awards are communicated via e-mail soon after the conclusion of the preceding semester (i.e., mid-Dec. for the spring). Students should register for their flight lab and ground course through Pipeline as soon as the lab is awarded and their registration permits are issued. Registration permits are only issued once the lab is awarded, all documentation is received, and the previous/prerequisite certificate/rating is complete. Failing to complete the certificate/rating, failing to supply required documents, failing to register for the flight lab, or failing to register for the co-requisite ground by the deadline indicated in the award e-mail will result in loss of the lab. The lab registration deadline is also the deadline to complete all retention requirements to be eligible for a wait list lab.
   a. Registration Permits for flight labs and ground courses (beyond AERO 2230) are issued by the flight school once all requirements are met. Registration permits are only issued during normal business hours.

8. Fund Flight Account1 – Flight accounts must be fully-funded by the funding deadline prior to the start of classes. Payment methods can be found in the “Paying for your flight lab” section. The exact payment due date will be listed in the lab award email (typically by 4:30 pm the Friday before classes start). This allows for financial aid to disburse (typically the Thursday before classes start). Financial aid should be authorized to be transferred in order to prevent losing a lab due to the delay a refund will cause. Students authorize the transfer as part of the lab request. Parents must submit a specialized form (available at the business office) to authorize financial aid be transferred for loans in which they selected “refund to parent.”
   a. Financial aid delays do not negate the attendance policy for the course.
   b. If a delay in financial aid occurs due to causes beyond the student’s control, students may be allowed to begin training with less than the full amount. Delays are very rare and require documentation and justification to begin with less than the full amount. A refund delaying funding is not an adequate justification for an extension. For information regarding extensions, please review the “Paying for your flight lab” section of this guide.

ON THE FIRST DAY OF FLIGHT LAB:

9. Documentation - Students must present a valid unexpired U.S. Passport or an original state-issued birth certificate and a valid government-issued picture I.D. (such as a valid state driver’s license). Non-U.S. citizens must present appropriate identification. All students must have a valid medical (See step 4 above).

NOTES:
1. Flight account deposit requirements do NOT apply to 100% eligible VA students. COEs are required to verify eligibility. Please reference the VA section of this guide for additional details.
2. For students enrolling in initial flight training (AERO 2201), an application for a student pilot certificate will be completed during the first meeting. The student pilot certificate must be received prior to solo flight.

Process questions may be answered by MTSU Flight Dispatch: 615-890-5755
Financial Aid

In order to receive financial aid for a given academic year, the student must first submit a Free Application for Federal Student Aid (FAFSA). Applications are accepted beginning October 1st each year. **Students should submit this application as soon as possible.** Full details on the financial aid process can be found at: [http://www.mtsu.edu/financial-aid/](http://www.mtsu.edu/financial-aid/).

Aerospace students or parents are strongly encouraged to email financial aid questions to MTOneStop@mtsu.edu. This will result in the quickest response. If you decide to call the MTSU call center (615-898-2111), select Option 2. When the agent answers, inform them that you are calling regarding an aerospace student and request to speak with an “Enrollment Coordinator.”

Need-based financial aid is available based on the cost of attendance (COA) for the student. Tuition, fees, books, and food are all included in these costs. Flight fees are additional costs that can also be included in the cost of attendance (COA). To include flight fees requires notification of the student’s intent to take a flight lab in a given semester. This is done through the Flight Lab Request form. By indicating that the student intends to take a specific course in a given semester (and that financial aid will be needed on that flight lab request), the financial aid office will increase the students cost of attendance (COA) so that the student is eligible for additional financial aid. This increased cost of attendance is done even though the student is not registered for the lab and without the charges showing on the student’s bill. Funds will not be disbursed to the student unless the student is registered for the lab when financial aid is disbursed for the semester. If the student does not register for the lab, the student will need to work with One Stop to ensure that their COA is reduced and that the reduced loan amount is disbursed.

Students should apply for loans, etc. as soon as possible. **Do not wait until you are registered for the lab to apply for loans.** Full details on how to pay for your flight lab can be found at: [http://www.mtsu.edu/tuition/flight-lab.php](http://www.mtsu.edu/tuition/flight-lab.php).

**It is important to understand that the amount of money the student and / or parents are eligible to receive may not cover the costs of flight lab fees in addition to the cost of general education fees,**

Federal Direct Loans are provided to students without a cosigner. To receive a Federal Direct Loan, the student must be enrolled at least ½ time (six credits or more). Additional loans include parental loans and alternative education loans - both of which need a co-signer. There are various lenders for these type loans and information may be obtained through the MTSU MT OneStop in the Student Services and Admissions Center.

**It is advantageous to apply for student loans, either individual or co-signed, as far in advance as possible.**

All approved student loans will initially be disbursed to the student’s general fund. Any money used for flight labs must be transferred to the student’s “flight account” at the student’s request. This process is usually authorized through the Flight Lab Request form. Students are strongly encouraged to authorize the transfer of funds. Extensions will not be granted if a refund is issued.

**Note: any co-signed loans will need the approval of the parent or co-signer to transfer into the flight account.**
Upon approval from the student and/or co-signer, approved loans will disburse to the flight account. This usually occurs on the Thursday before the start of the semester. If funds are not in the flight lab account by the deadline prior to the first day of classes (usually the Friday before the start of classes), the student will be dropped from the flight lab unless an extension has been received prior to the funding deadline. Please apply for your loan(s) as early as possible. If a student waits until the last minute to apply for loans, he/she will be with hundreds of other applicants and the process is slowed drastically. This means that the student will most likely not receive funds prior to the start of classes.

**SUMMER LAB STUDENTS:** Students may apply for parental loans or private alternative education loans to cover summer coursework. Federal Direct Loans may be available to students for summer semester courses/labs if the student has loan eligibility left. For example, if a student only took out $1000 during the year of their $5500 annual limit, they could have $4500 left for summer loans if they take at least 6 eligible hours. If a student moves from sophomore to junior level after spring, this may also open up an additional $1,000 in Federal Direct Loans.

Students should check with the MT One Stop to determine available financial aid.

**International Students**

**NON-U.S. CITIZENS MUST HAVE TSA APPROVAL TO BEGIN FLIGHT TRAINING IN THE PRIVATE, INSTRUMENT AND MULTI ENGINE LABS.** If you are not a U.S. citizen, the process to receive approval from the Transportation Security Administration (TSA) can take up to several months. It is recommended that students apply for AFSP approval at least six weeks prior to the start of the requested lab semester. Candidates must complete all steps outlined on the TSA’s website: [http://www.flightschoolcandidates.gov](http://www.flightschoolcandidates.gov)

All MTSU flight training is categorized as **Category 3.**

- Students should include their M-number for the “Student’s School ID.”
- The aircraft type will be “DA40” for AERO 2201 (Private) and AERO 3203 (Instrument).
- The aircraft type will be “PA44” for AERO 3261 (multi-engine).
- “Course ID” is not required.
- For “Class Name” select: Initial License, Instrument Rating, or Multi-engine rating.

After application, approval from the TSA will be received by the MTSU flight training AFSP representative (Chief or Assistant Chief Instructor). Please note that the application for approval does not allow a non-U.S. student to begin flight training. Only a “Permission to Initiate Training” notification to the flight school will allow training to start.

Non-U.S. citizens who have not received their “Permission to Initiate Training” by seven days prior to the first day of class for the semester will not be able to retain their lab for the semester. Non-U.S. citizens are encouraged to contact the MTSU flight training office (615-890-5755) by the flight lab application deadline for each semester to ensure proper approvals are received.

**NOTE:** Non-U.S. citizens do **NOT** need to wait until a previous certificate is complete to apply for the next required AFSP approval.
VA-Funded Students
All students utilizing veteran’s benefits to fund their flight lab fees will need to submit a copy of their Certificate of Eligibility (COE), issued by the Department of Veterans Affairs (VA), in order to waive prepayment requirements. COEs may be obtained online or through the VA office and should be emailed to FlightLab@mtsu.edu when requesting a flight lab. Veterans with 100% eligibility are not required to make a funding payment until the flight lab is complete unless all benefits are used. Veterans eligible for partial funding must pay their percentage of the lab fee prior to the start of the semester.

Failure to provide your Certificate of Eligibility (COE) by the start of the semester may result in loss of lab due to lack of funding unless full payment is made prior to the payment deadline.

NOTE: The VA will only pay for required hours as outlined in each syllabus. The VA will not pay for additional hours above those listed in the syllabus, review flights after the end-of-course, check-rides, nor will they pay for elective courses not required by a degree. It will be the student’s responsibility to pay, out of pocket, for any hours obtained that exceed those in the syllabus or are not reimbursed. As each student progresses at a different pace, there is no guarantee that a student will finish a given lab within the prescribed hours of the syllabus.

NOTE: There are specific costs associated with flight labs that VA funds do not cover including:
- Required flight lab materials: (please reference lists provided on pages 22-23.)
- FAA required written tests: (approximately $150 each attempt, paid to the testing center).
- FAA required practical test examiner fee: ($400 - $800, depending on which test, paid directly to an FAA approved Designated Pilot Examiner, not associated with MTSU).
- Cost of aircraft rental fee for practical test (depends on type of aircraft required and how much flight time is required to complete the check ride).

VA students must make arrangements to pay for the above listed costs out-of-pocket.
Students can request reimbursement for certification expenses directly from the VA using form VA-22-0803. This will use additional benefits.

VA Reimbursements
VA students must request reimbursement from the VA for a completed lab in order to be eligible for a subsequent lab. The veteran is responsible to work with their instructor prior to the end-of-course to reconcile their account. Once the check ride is complete, the veteran is responsible to initiate the reimbursement by sending an email notification that they are a veteran, that their check ride is complete, and that their cost report form is ready to be reviewed to Nicholas.Lenczycki@mtsu.edu.

Once the review is complete, the veteran and their instructor will be notified that the report is ready to be signed. Once signed, a copy of the final cost report will be sent to campus for processing. The veteran will also have the final cost report for their records as well as the expected amount due. This will allow them to make prompt payment of any charges that the VA is unlikely to reimburse. Keep in mind, the VA may pay less than the cost report shows for a variety of reasons. Ultimately, the VA will determine the amount of benefits that will be paid; any unpaid amount will remain the responsibility of the veteran.

Students that have not requested reimbursement will not be issued a registration permit for their next lab until the reimbursement is initiated. Failure to register by the registration deadline will result in the loss of the lab. This is consistent with the hold policy for non-VA students.
**Flight Lab Costs**

While curriculum hours are established as indicated below, a student’s training completion is based upon the individual student’s progress. Some students learn quickly, while others take more time to understand the material. This is especially true in the challenging field of aviation. The Federal Aviation Administration (FAA) has set standards of proficiency for each FAA check ride. Since our main concern at MTSU is to train with safety in mind, we train each student to this required proficiency level, which may take more than the required flight hours to obtain.

To maintain consistent progress, one of the requirements for students to be admitted to and remain in each flight lab course is to maintain enough money in their flight account to finish the lab and attain the rating for which that flight lab prepares them. Since student progress may take more time than the absolute minimum requirements, students are required to deposit more money in their flight account than the minimum time requirements dictate to maintain their flight lab status. Students are required to maintain a positive balance at all times. If a student falls short of the amount necessary to complete the lab, they will be removed from their flight lab course and receive an “F” for the semester.

The minimum amounts that must be deposited into a student’s flight account for each of the flight labs are outlined below. The flat-fee for AERO 1020 (Theory of Flight) is charged directly to the student’s tuition bill and does not require any action to be deposited into the students flight account. All other courses must be funded through a financial aid transfer authorization to the business office as part of the flight lab request form or through payment made through the online portal.
2019-2020 Flight Fees – Effective 8/26/2019

<table>
<thead>
<tr>
<th>DEGREE REQUIRED</th>
<th>ELECTIVES (May meet degree requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO 1020 – Theory of Flight $435.00</td>
<td>AERO 3202 – Cross Country $11,900.00</td>
</tr>
<tr>
<td>AERO 2201 – Private $14,300.00</td>
<td>AERO 3205 – Tailwheel $1,610.00</td>
</tr>
<tr>
<td>AERO 3203 – Instrument $12,400.00</td>
<td>AERO 3206 – Adv. Tailwheel $2,200.00</td>
</tr>
<tr>
<td>AERO 3204 – Commercial $16,750.00</td>
<td>AERO 4201 – CFI $4,800.00</td>
</tr>
<tr>
<td>AERO 3240 – Pro IV $210.00</td>
<td>AERO 4202 – CFII $2,300.00</td>
</tr>
<tr>
<td>AERO 3261 – Multiengine $5,000.00</td>
<td>AERO 4203 – MEI $5,800.00</td>
</tr>
<tr>
<td>AERO 4250 – Pro V $2,291.00</td>
<td></td>
</tr>
</tbody>
</table>

Please refer to pages 19-21 of this packet for more specific lab cost breakdown information.

The above costs are what MTSU will use to determine financial aid amounts for flight lab courses.

While most students should incur flight training costs that fall within the required flight deposit amount, this is dependent on each student’s individual progression. A balance of money in the flight account at the completion of training may be applied towards the student’s next flight lab or returned to the student at the end of the semester. These numbers are subject to change due to many factors including fluctuating fuel costs.
Extra Costs Associated With Flight Labs

When a student enrolls in any university class, there are extra costs associated with the class for books and supplies. Similarly, each flight lab course will require materials necessary to complete training in addition to flight and ground school costs (headset, aviation charts, books, etc.). Please reference the Required Flight Lab Materials for each flight lab course on pages 22-23. Each student will be required to have the listed items for each flight lab by the end of the first week of class. The materials may be purchased anywhere the student wishes. Some of the materials are available through the MTSU book store, and some may be purchased at the airport campus. These materials are separate purchases from the flight lab fees and MAY NOT be purchased through the student’s flight account.

In addition, students will pay $400-800 for examiner fees for each FAA check-ride and $150 per attempt for each required FAA written test. MTSU does not set these fees. The fees are for independent examiners, and are not payable through the student’s flight account, but must be paid out of pocket by the student at the time of the event. Please plan accordingly to have money available to pay for these required fees.

Paying For Your Flight Lab

Flight accounts must be fully-funded by the funding deadline prior to the first day of class. Several web pages are available to provide information on the different sources of aid that may help in paying for your flight lab and completing the financial aid process.

https://www.mtsu.edu/tuition/flight-lab.php

If a delay in financial aid occurs that is out of the student’s control, students may be authorized to begin training with less than the full amount. To receive an extension, the student must submit evidence of the pending payment from the lending institution (including amount and disbursement date) and justification for the delay to the Flight Operations Program Manager, Nicholas.Lencycki@mtsu.edu, by the funding deadline prior to the start of classes and receive an email authorization. Only if an extension is granted may the student begin without full funding. These students are required to have a minimum of $500 in their flight account by the first day of class, without exception, to cover initial charges. Students must be able maintain a positive balance until the lab is fully funded. The full amount must be deposited by the end of the first week of the lab. If the student does not have the full amount by the end of the first week of the lab, the student will lose their lab slot.

For a list of flight labs and fees, please click here.
https://www.mtsu.edu/tuition/forms/19-20_FlightTrainingCost.pdf

To make a deposit to your flight lab account, click here.
https://secure.touchnet.com/C20134_ustores/web/store_main.jsp?STOREID=3&SINGLESTORE=true

To check your flight account balance, click here:
https://mtsu.myflighttrain.com/

****To log into your MyFlightTrain account for the first time, use the “forgot your password” link to reset your password. Your username will be: first name.last name. For example: John.Doe. In the event of a common name, please contact Flight Dispatch (615-890-5755) for your username.****
Process For Determining Lab Awards
The goal of the department is to accommodate every student who wishes to enroll in a flight lab each semester. Instructional staff and aircraft capacity may limit the total number of lab awards available. To accommodate as many qualified students as possible, it is imperative that all students in flight labs for a semester are ready to begin training on the first day of class. Students not completing each of the steps listed on Pages 7 and 8 of this guide will be removed from their flight lab so an eligible student on the waiting list is able to utilize that lab space instead. Finishing a lab within a semester requires diligent adherence to the required training schedule, and students should realize that weather, mechanical issues, or examiner availability often cause delays which may result in the need to stay after a semester ends to complete a flight lab course.

Detailed Lab Award Process for Spring Semesters:
1. Student load capacity is determined for each flight lab course. Constraints such as flight instructor qualifications to teach in a course, requested student load of each instructor, and the need to keep a balance between the numbers of students in each flight course to prevent equipment bottlenecks are all considered in this determination.

2. Student eligibility for the lab they requested is verified. Eligibility is determined by the following factors:
   - Student submitted a complete and accurate flight lab request by the deadline (incomplete and late lab requests may be considered once all other requests are awarded);
   - Student’s collegiate GPA is at or above the minimum GPA required;
     - An established GPA is required to be eligible for a flight lab. Summer and fall flight labs are awarded before grades for the previous semester are issued. This prevents the use of this coursework to establish a GPA for the subsequent semester.
   - Students requesting AERO 2201 must be registered for, or have taken, AERO 2230 to be eligible for AERO 2201;
   - Students that complete their prior/prerequisite certificate/rating by the published deadline (usually the last day of the preceding semester) will be given “priority.”

3. Eligible students are ranked, per lab course, by cumulative GPA (i.e., 4.000 down to 2.500). Transfer students may use their GPA from their previous institution for eligibility purposes during their first semester at MTSU only.

4. Flight labs are awarded to the highest-ranked “priority” students first. Once all students with priority have received labs, labs are then awarded to the remaining eligible students until all available labs have been awarded. Eligible students with less competitive GPA’s may be placed on a wait list if there are not enough lab slots available. If all eligible students have received labs and additional awards remain, additional labs may be awarded to students with late, inaccurate, or incomplete lab requests.

5. One week after grades for the fall semester post, notification emails will be sent to all students that applied for a lab. The e-mail will indicate the student either: 1) Has been awarded a lab, 2) Is on a wait list for the lab they requested, or 3) Is ineligible for the lab they requested for the upcoming semester. If additional lab slots become available, the first student on the wait list will be awarded the lab via email. It is vitally important that lab award and wait list e-mails are read in their entirety. They will include important information and lab deadlines.

M-7
6. Students awarded labs must register for their flight lab and associated ground course by the registration deadline in the award email. To register, students must receive a registration permit from the flight school. If the student met all requirements when the lab was awarded, the registration permits were issued. These students should be able to register immediately.

If the student is unable to register, a registration permit will be issued only when all requirements are met. Registration permits are issued during normal business hours. It is the student’s responsibility to resolve any issues and receive a registration permit in time to register by the deadline (see retention requirements below). Failing to receive a registration permit by the close-of-business prior to the registration deadline will result in loss of the lab unless the applicable prior/prerequisite certificate/rating was completed after the close of business and before the registration deadline. Students completing their certificate/rating over the weekend of the deadline will receive a 24-hour extension to register. **No extensions will be given for failing to submit required documents before the close-of-business prior to the registration deadline.**

**ALL RETENTION REQUIREMENTS MUST BE MET BY THE REGISTRATION DEADLINE.**

7. Retention requirements for every student will be reviewed immediately after the registration deadline. Students that do not meet retention requirements by the registration deadline will need to apply for a lab in a future semester.

Retention requirements include:
- All awarded students must be registered for their lab and any associated ground course.
- All check rides must be complete for any preceding lab;
  - Email a copy of your temporary certificate to FlightLab@mtsu.edu to ensure timely documentation, if applicable;
  - If check ride is not complete at this point, the student will lose their flight lab for the next semester;
- New students must have submitted their medical certificate with their lab request or emailed a copy to FlightLab@mtsu.edu, if applicable;
- VA students must have submitted their COE or initiated reimbursement for prior lab;
- Non-US citizens must have TSA “Permission to Initiate Training;”

8. If additional lab slots become available after the registration deadline, only students that met all retention requirements prior to the registration deadline will be considered. These students will have 24 hours to register.

**It is important for students to monitor e-mail diligently. If the student does not register during the 24-hour timeframe, the next eligible student on the wait list will be contacted and the prior student will be moved to the bottom of the wait list.**

Students that met eligibility requirements by the registration deadline and remain on the wait list at the start of the semester are encouraged to attend one of the meetings with the Chief Instructor to avoid receiving absences should a lab be awarded after the start of the semester.

9. Flight labs must be fully-funded by the funding deadline prior to the start of classes.
**Wait List Ranking:** The wait list ranking for each course is determined by GPA within each of the following categories:

1. Priority students not awarded a lab due to a lab slot not being available
2. Eligible students not awarded a lab
3. Students that submitted a late or incomplete lab request
4. Students not registered by the registration deadline

**NOTE:** Wait list students may not be awarded a lab until after the “one week prior to the semester deadline” to allow incomplete students to complete their prerequisite lab course.

**Fall and Summer Semesters:**
The lab award process for the fall and summer semesters are the same as the spring except all awards are tentative. Due to the short time period between the end of one semester and the start of the next semester (usually one week), the lab awards are determined and tentative award emails are sent out prior to grades posting. These tentative awards are dependent on the student’s GPA remaining competitive once grades post. If the student’s GPA drops relative to other students during the semester, they might not remain competitive with other applicants, and therefore lose their lab slot.

**Pro IV and Pro V:**
AERO 3240 and AERO 4250, commonly referred to as Pro IV and Pro V, require permission of the department, but do not require a flight lab request form. If a student is not taking another flight lab in the same semester, but needs financial aid, they will need to submit a flight lab request form without a primary lab listed. If requesting another lab for the same semester, students should indicate on their lab request form their intentions to take these courses only if financial aid is needed.

Pro IV is not automatically awarded with AERO 3261, multi-engine, as it is not a co-requisite.

Students are added to the wait list for these courses by emailing FlightLab@mtsu.edu with their m-number and CRN. Permits are issued once the student meets the requirements for the course.

These courses have a course fee associated with them. Like other labs, these fees must be paid to the flight lab account prior to the start of the semester.

**AERO 3241:**
Students interested in AERO 3241 should submit a flight lab request form indicating their interest. Select students will be interviewed by the Chief Pilot from the list of students requesting the course.
Registration

Students must register for their flight labs and associated ground courses in Pipeline once their lab is awarded and all prerequisites are met. University requirements for registration and drop requirements can be found in the University’s Registration Guide:
https://www.mtsu.edu/registration/registration-guide.php

You will not be able to register for this lab in Pipeline until you meet all requirements for the lab course. If you receive a “Permission of Department” error, action is required on your part:

- If you are a new student, email a copy of your medical to FlightLab@mtsu.edu.
- If you have recently completed your previous/prerequisite certificate/rating, email a copy of your temporary to FlightLab@mtsu.edu.
- If you are an international student, you must have received “Permission to Initiate” from the Alien Flight Student Program (AFSP) in order to receive a permit to register for the Private, Instrument, or Multi-engine lab.
- If you are a new VA-funded student, email a copy of your Certificate of Eligibility (COE) to FlightLab@mtsu.edu.
- If you are a returning VA-funded student and have not initiated a reimbursement for a prior lab, initiate reimbursement for your prior lab as outlined in the VA-funded student section of this guide.

If you are unable to register, you need to resolve all issues and then email FlightLab@mtsu.edu to have a registration permit issued (if not part of the resolution). Permits to register are only awarded during normal business hours. If the registration deadline is the same weekend your check ride is completed, you will be given 24 hours to register for their lab beginning on the next business day.

Registration must be completed by the deadline or it will be assumed that you are no longer interested in taking the lab. As such, your lab will be rescinded and the lab slot will be awarded to another student on the wait list, if applicable.

If your lab is rescinded or you are required to drop (i.e., lack of medical), you must log into Pipeline and drop the applicable course(s). Failure to drop in a timely manner may reduce the amount of tuition refunded. See the University’s registration guide for more information on registration and drop deadlines.
2019-2020 Detailed Flight Lab Costs – EFFECTIVE 8/26/2019

Prices are based on the flight and ground hours listed in the FAA-approved Training Course Outline (TCO) for each flight course. MTSU monitors student progress closely, and strives to provide safe, cost effective training to all our flight lab students. It is possible that a student will require more training to attain the proficiency necessary to pass the FAA check ride, and therefore spend more than the amounts shown. The syllabus total is the total cost if the syllabus is flown as required. The amount required in the flight account is the amount of money that needs to be in the student’s flight account prior to the start of training. This number should be referenced if requesting financial aid. Any money left in the student’s flight account after a lab is complete may be applied towards the next lab or reimbursed to the student at the end of the semester.

PLEASE BE AWARE: Prices are subject to change due to various factors to include fluctuating fuel costs. Prices do not include costs of FAA check ride or extra required materials (headset, charts etc.). As described previously in this packet, these costs are paid directly to individuals or companies that are independent of MTSU.

DEGREE-REQUIRED FLIGHT LAB FEES (All Pro-Pilot Students)

Theory of Flight (AERO 1020) Part 61 – Flat Fee

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Session (1.5 hour)</td>
<td>1.5</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Flight Session (1.5 hours)</td>
<td>1.5</td>
<td>$360.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>Syllabus Total:</td>
<td></td>
<td></td>
<td>$435.00</td>
</tr>
</tbody>
</table>

* Flat-fee charged with tuition that is automatically transferred to flight account: ($435.00)

FITS Private Pilot (AERO 2201) Part 141

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft)</td>
<td>43.0</td>
<td>$230.00</td>
<td>$9,890.00</td>
</tr>
<tr>
<td>Solo</td>
<td>7.5</td>
<td>$180.00</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>43.0</td>
<td>$50.00</td>
<td>$2,150.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>50.5</td>
<td>$10.00</td>
<td>$505.00</td>
</tr>
<tr>
<td>Syllabus Total:</td>
<td></td>
<td></td>
<td>$13,895.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($14,300.00)

FITS Instrument Pilot (AERO 3203) Part 141

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft)</td>
<td>40.5</td>
<td>$230.00</td>
<td>$9,315.00</td>
</tr>
<tr>
<td>Dual Instruction (ATD)**</td>
<td>13.5</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>44.0</td>
<td>$50.00</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>40.5</td>
<td>$10.00</td>
<td>$405.00</td>
</tr>
<tr>
<td>Syllabus Total:</td>
<td></td>
<td></td>
<td>$11,920.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($12,400.00)
** Can be completed in the ATD instead of Aircraft
**FITS Commercial Pilot (AERO 3204) Part 141**

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Hours</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, DA40)</td>
<td>49.0</td>
<td>$230.00</td>
<td>$11,270.00</td>
</tr>
<tr>
<td>Solo (DA40)</td>
<td>15.0</td>
<td>$180.00</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>36.5</td>
<td>$50.00</td>
<td>$1,825.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>64.0</td>
<td>$10.00</td>
<td>$640.00</td>
</tr>
</tbody>
</table>

**Syllabus Total:** $16,435.00

* Amount required in flight account: ($16,750.00)

---

**Professional Pilot IV (AERO 3240) Part 61**

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Hours</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Beech 1900)</td>
<td>6.0</td>
<td>$70.00</td>
<td>$420.00</td>
</tr>
</tbody>
</table>

**Syllabus Total:** $210.00 per student

* Amount required in flight account: ($210.00)

---

**Multi-Engine (AERO 3261) Part 61**

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Hours</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, PA44)</td>
<td>11.5</td>
<td>$305.00</td>
<td>$3,507.50</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>13.5</td>
<td>$60.00</td>
<td>$810.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>11.5</td>
<td>$20.00</td>
<td>$230.00</td>
</tr>
</tbody>
</table>

**Syllabus Total:** $4,547.50

* Amount required in flight account: ($5,000.00)

---

**Professional Pilot V (AERO 4250) Part 61**

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Hours</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (CRJ Simulator)</td>
<td>24.2</td>
<td>$170.00</td>
<td>$4,114.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>7.8</td>
<td>$60.00</td>
<td>$468.00</td>
</tr>
</tbody>
</table>

**Syllabus Total:** $2,291.00 per student

* Amount required in flight account: ($2,291.00)

---

**2019-2020 UAS Flight Lab Fees** (Not required for Pro-Pilot Students)

**sUAS Remote Pilot (AERO 2710) Part 61**

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Hours</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, DA40)</td>
<td>6.5</td>
<td>$230.00</td>
<td>$1,495.00</td>
</tr>
<tr>
<td>Dual Instruction (ATD)</td>
<td>0.5</td>
<td>$130.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>1.5</td>
<td>$50.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>6.5</td>
<td>$10.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

**Syllabus Total:** $1,700.00

* Amount required in flight account: ($1,700.00)
## 2019-2020 Elective Flight Lab Fees

### Cross Country Lab (AERO 3202) Part 61

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, DA-40)</td>
<td>15.0</td>
<td>$230.00</td>
<td>$3,450.00</td>
</tr>
<tr>
<td>Solo (Aircraft, DA-40)</td>
<td>37.0</td>
<td>$180.00</td>
<td>$6,660.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>18.5</td>
<td>$50.00</td>
<td>$925.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>52.0</td>
<td>$10.00</td>
<td>$520.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($11,900.00)

### Conventional Landing Gear Airplane Laboratory (AERO 3205) Part 61

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, PA18)</td>
<td>8.0</td>
<td>$160.00</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>5.0</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>8.0</td>
<td>$10.00</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($1,610.00)

### Advanced Conventional Landing Gear Flight Laboratory (AERO 3206) Part 61

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, PA18)</td>
<td>10.0</td>
<td>$160.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>10.0</td>
<td>$50.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>10.0</td>
<td>$10.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($2,200.00)

### Certified Flight Instructor (AERO 4201) Part 61

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, DA20)</td>
<td>1.5</td>
<td>$185.00</td>
<td>$277.50</td>
</tr>
<tr>
<td>(Aircraft, DA40)</td>
<td>12.0</td>
<td>$230.00</td>
<td>$2,760.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>26.0</td>
<td>$50.00</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>13.5</td>
<td>$10.00</td>
<td>$135.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($4,800.00)

### Certified Flight Instructor Instrument (AERO 4202) Part 61

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, DA40)</td>
<td>6.0</td>
<td>$230.00</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>10.0</td>
<td>$50.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>6.0</td>
<td>$10.00</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($2,300.00)

### Certified Flight Instructor Multi Engine (AERO 4203) Part 61

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Instruction (Aircraft, PA44)</td>
<td>5.0</td>
<td>$305.00</td>
<td>$1,525.00</td>
</tr>
<tr>
<td>Ground Instruction</td>
<td>9.5</td>
<td>$60.00</td>
<td>$570.00</td>
</tr>
<tr>
<td>PIC Build Time (Aircraft, PA44)</td>
<td>10.0</td>
<td>$305.00</td>
<td>$3,050.00</td>
</tr>
<tr>
<td>Fuel Charge</td>
<td>15.0</td>
<td>$20.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

* Amount required in flight account: ($5,800.00)
Required Flight Lab Materials Lists

Note: All check lists, standardization manuals, aeronautical charts, approach plates, syllabi, and Safety Practices and Procedures are available for use in either paper or electronic format.

All Students:
- $50 Flight School Publication Fee (*Flight Account will be invoiced for this charge*)
- Current FAR/AIM
- Current AFD-Southeast
- DA40-180 (Diamond Star) Information Manual (*Except Multiengine & MEI Students*)
- MTSU Diamond Star Checklist & Standardization Manual (*Except Multiengine & MEI Students*)
- MTSU Safety Practices & Procedures
- Logbook
- Headset
- Kneeboard
- View-Limiting Device
- Fuel Tester
- E6-B Flight Computer

Private Students:
- Practical Test Standards – Private
- Current Sectional Aeronautical Chart - Atlanta
- Other Current Sectional Aeronautical Charts, as appropriate
- VFR Plotter
- MTSU FITS Private Pilot Syllabus

Instrument & CFII Students:
- Airman Certification Standards – Instrument (*Instrument Students Only*)
- Airman Certification Standards – CFII (*CFII Students Only*)
- Current IFR Enroute Low Altitude Charts – L-15/16, L-25/26, L-17/18 or Jeppesen equivalent
- Other Current IFR Enroute Low Altitude Charts, as appropriate
- Current Terminal Procedures (Approach Plates) – SE-1 (TN & KY) or Jeppesen equivalent
- Other Current Terminal Procedures (Approach Plates), as appropriate
- IFR Plotter
- MTSU FITS Instrument Rating Syllabus (*Instrument Students Only*)
- MTSU CFII Syllabus (*CFII Students Only*)
Commercial Students:
- Practical Test Standards – Commercial
- Current Sectional Aeronautical Charts, as appropriate
- Current IFR Enroute Low Altitude Charts, as appropriate
- Current Terminal Procedures (Approach Plates), as appropriate
- VFR & IFR Plotter
- MTSU FITS Commercial Pilot Syllabus

CFI Students:
- See course outline for required texts and materials

Multiengine & MEI Students:
- PA-44-180 (Piper Seminole) Information Manual
- MTSU Piper Seminole Checklist & Standardization Manual
- Airman Certification Standards – Commercial *(Multiengine Students Only)*
- Practical Test Standards – MEI *(MEI Students Only)*
- Current Sectional Aeronautical Charts, as appropriate
- Current IFR Enroute Low Altitude Charts, as appropriate *(Multiengine Students Only)*
- Current Terminal Procedures (Approach Plates), as appropriate *(Multiengine Students Only)*
- VFR & IFR Plotter

I, __________________________, certify that __________________________
(Print Instructor Name & CFI Number) (Print Student Name)
has the appropriate materials, as indicated above, in his/her possession.

________________________ / ______________
(Instructor Signature) (Date)
MTSU Flight School Attendance Policy

*** (SPRING/FALL) ***

This policy applies to all students receiving flight instruction at MTSU

***** (READ BOTH SIDES CAREFULLY) *****

Overview
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.” In order to remain in good standing a student must maintain a 2.50 GPA, have an appropriate current medical, and maintain enough money in their flight account to complete their flight course. Consistent and satisfactory progress in flight training is defined as meeting the lab attendance policy as defined below, not routinely canceling scheduled flights, being prepared for ground or flight training sessions, and following all FAA and MTSU rules, policies, and procedures.

The attendance policy below sets reasonable limits in order to afford the student the best opportunity to finish the Professional Pilot program in the allotted time. It is understood that occasionally there will be unforeseen circumstances that hinder progress. Interruptions in training will be handled in a fair manner. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight school personnel.

Lab students
If a student is in a lab they are REQUIRED to be at the flight school FOUR TIMES PER WEEK. The student will be required to complete an event (ground session, simulator session or aircraft flight) during each session. All students enrolled in all labs are to follow this policy. Failure to do so will result in a F grade for the semester.

Incomplete students
Incomplete students from a previous lab are held to the same attendance criteria and cancellation standards as assigned lab students (four meetings per week). The absences accrued by students while in a lab will carry forward if they are incomplete. For example: If a student has two absences when in a lab and is then flying as an incomplete student the following semester, the student has only one more absence to use in that following semester. Incomplete students who fail to comply with the attendance policy will receive an “F” for the course.

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy indicated below:

DEFINITIONS

No Show: A student does not show up for a scheduled meeting with their flight instructor. An absence will be recorded.

Unprepared Absence: A student arrives unprepared for the flight or ground session that is scheduled to be conducted (i.e., if a flight plan is not complete by the scheduled flight time, or if assigned homework has not been completed). An absence will be recorded. An Unprepared Absence will also be recorded if the student is late for the scheduled time of instruction, unless there is a valid excuse.

Late cancellation: A student does not notify their instructor of a necessary cancellation at least 24 hours prior to the scheduled flight or ground session. In this case, the student will have an absence recorded AND be charged a late cancellation fee.

Cancellation due to illness: A student MUST visit MTSU Health Services or a medical professional and obtain a written statement and submit this to the Chief or Assistant Chief in order for an absence to be waived for medical reasons.
CHARGES FOR ATTENDANCE POLICY INFRACTIONS

Students will be charged the fees indicated below associated with absences/cancellations:

First no show / unprepared absence / late cancellation: the student will be issued an absence and a $50 charge will be assessed.

Second and third instances: the student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate. (If a solo flight the instructor fee will be $10.00)

STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THE FLIGHT PROGRAM IF THEY EXCEED THREE UNEXCUSED ABSENCES / CANCELLATIONS FOR ANY REASON. Any combination of more than three absences will result in a student losing his / her flight lab slot or incomplete status, and receiving a grade of “F.” This will require re-enrollment in the lab in a later semester. If a student anticipates that they will exceed three absences / cancellations, that student needs to notify the Chief Instructor as soon as possible to discuss withdrawal from the lab in lieu of receiving a grade of “F”.

Grading scale: Grades awarded for flight labs will either be an “A” if the student completes the lab, an “I” if the student has made consistent and satisfactory progress yet has not completed the lab, or an “F”.

A student will receive a grade of “F” for the following:

1) Exceeding any combination of three absences, no-shows, or cancellations.
2) Failing the FAA written test without passing a re-take prior to the end of the semester.
3) Violating FARs or MTSU safety practices and procedures.

If, prior to completing each stage check specified in the Training Course Outline, a student exceeds 125% of the planned curriculum hours, they will be referred to the Chief Instructor for a meeting to determine how to resolve their difficulties in training. After that meeting, if the student exceeds 150% of the planned curriculum hours before completing the relevant stage check, the student will be terminated from flight training and receive a “F” for the course in which they are enrolled. An appeal may be made to the Aerospace Department Flight Evaluation Board, but permission to continue will be highly unlikely.

*If a student receives a grade of “F” twice for the same lab, suspension or termination from the flight program will result.

I have reviewed and understand the MTSU attendance and grading policy.

I will follow the policies.

Student Signature _______________________________ Date ___________
This policy applies to all students receiving flight instruction at MTSU

***** (READ BOTH SIDES CAREFULLY) *****

Overview
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.” In order to remain in good standing a student must maintain a 2.50 GPA, have an appropriate current medical, and maintain enough money in their flight account to complete their flight course. Consistent and satisfactory progress in flight training is defined as meeting the lab attendance policy as defined below, not routinely canceling scheduled flights, being prepared for ground or flight training sessions, and following all FAA and MTSU rules, policies, and procedures.

The attendance policy below sets reasonable limits in order to afford the student the best opportunity to finish the Professional Pilot program in the allotted time. It is understood that occasionally there will be unforeseen circumstances that hinder progress. Interruptions in training will be handled in a fair manner. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight school personnel.

Lab students
If a student is in a lab they are REQUIRED to be at the flight school FIVE TIMES PER WEEK. The student will be required to complete an event (ground session, simulator session or aircraft flight) during each session. All students enrolled in all labs are to follow this policy. Failure to do so will result in an F grade for the semester.

Incomplete students
Incomplete students from a previous lab are held to the same attendance criteria and cancellation standards as assigned lab students (five meetings per week). The absences accrued by students while in a lab will carry forward if they are incomplete. For example: If a student has two absences when in a lab and is then flying as an incomplete student the following semester, the student has only one more absence to use in that following semester. Incomplete students who fail to comply with the attendance policy will receive an “F” for the course.

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy indicated below:

DEFINITIONS

No Show: A student does not show up for a scheduled meeting with their flight instructor. An absence will be recorded.

Unprepared Absence: A student arrives unprepared for the flight or ground session that is scheduled to be conducted (i.e., if a flight plan is not complete by the scheduled flight time, or if assigned homework has not been completed). An absence will be recorded. An Unprepared Absence will also be recorded if the student is late for the scheduled time of instruction, unless there is a valid excuse.

Late cancellation: A student does not notify their instructor of a necessary cancellation at least 24 hours prior to the scheduled flight or ground session. In this case, the student will have an absence recorded AND be charged a late cancellation fee.

Cancellation due to illness: A student MUST visit MTSU Health Services or a medical professional and obtain a written statement and submit this to the Chief or Assistant Chief in order for an absence to be waived for medical reasons.
CHARGES FOR ATTENDANCE POLICY INFRACTIONS

Students will be charged the fees indicated below associated with absences/cancellations:

First no show / unprepared absence / late cancellation: the student will be issued an absence and a $50 charge will be assessed.

Second and third instances: the student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate. (If a solo flight the instructor fee will be $10.00)

STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THE FLIGHT PROGRAM IF THEY EXCEED THREE UNEXCUSED ABSENCES / CANCELLATIONS FOR ANY REASON. Any combination of more than three absences will result in a student losing his / her flight lab slot or incomplete status, and receiving a grade of “F.” This will require re-enrollment in the lab in a later semester. If a student anticipates that they will exceed three absences / cancellations, that student needs to notify the Chief Instructor as soon as possible to discuss withdrawal from the lab in lieu of receiving a grade of “F.”

Grading scale: Grades awarded for flight labs will either be an “A” if the student completes the lab, an “I” if the student has made consistent and satisfactory progress yet has not completed the lab, or an “F”.

A student will receive a grade of “F” for the following:

1) Exceeding any combination of three absences, no-shows, or cancellations.
2) Failing the FAA written test without passing a re-take prior to the end of the semester.
3) Violating FARs or MTSU safety practices and procedures.

If, prior to completing each stage check specified in the Training Course Outline, a student exceeds 125% of the planned curriculum hours, they will be referred to the Chief Instructor for a meeting to determine how to resolve their difficulties in training. After that meeting, if the student exceeds 150% of the planned curriculum hours before completing the relevant stage check, the student will be terminated from flight training and receive a “F” for the course in which they are enrolled. An appeal may be made to the Aerospace Department Flight Evaluation Board, but permission to continue will be highly unlikely.

*If a student receives a grade of “F” twice for the same lab, suspension or termination from the flight program will result.

I have reviewed and understand the MTSU attendance and grading policy.

I will follow the policies.

Student Signature ____________________________ Date __________
Websites

Aviation Medical Examiner (AME) Locator ........................................... https://www.faa.gov/pilots/amelocator/

Financial Aid .......................................................................................... http://www.mtsu.edu/financial-aid/


Flight Lab Request Form .......................................................... http://www.mtsu.edu/aerospace/

Flight Scheduling / Flight Account .......................................................... https://mtsu.myflighttrain.com/

Free Application for Federal Student Aid (FAFSA) ........................................... https://fafsa.gov/


Paying for Your Flight Lab .......................................................... http://www.mtsu.edu/tuition/flight-lab.php

Registration (Pipeline) ...................................................................... https://pipeline.mtsu.edu/

Registration Guide .......................................................... https://www.mtsu.edu/registration/registration-guide.php

Scholarships .................................................................................. http://www.mtsu.edu/financial-aid/scholarships/

TSA (International Students) .......................................................... http://www.flightschoolcandidates.gov