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# FALL 2023 FLIGHT LAB DEADLINES

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## **August 13 – Summer 2023 Grades Due**

- We will begin evaluating GPAs to see if awarded students are eligible to retain an awarded Fall 2023 flight lab.

## **August 20 – Fall 2023 Registration and Retention Deadline**

- All remaining requirements and documents must be submitted to [FlightLab@mtrs.edu](mailto:FlightLab@mtrs.edu) to retain flight lab by the end of this day or lab will be rescinded.
- All students are required to obtain any prerequisite pilot certificate or rating for their respective flight lab by the end of this day or lab will be rescinded.
- Students must also be registered for the lab and all co-requisite courses by the end of this day or lab will be rescinded.
- International students in labs that require TSA approval must be granted "Final Approval" from the Flight Training Security Program (FTSP) by the end of this day or lab will be rescinded.

## **August 25 – Flight Account Fully Funded**

- All students must have all flight lab fees deposited into flight account by 4:30 pm on this day or have received a waiver from [FlightLab@mts.edu](mailto:FlightLab@mts.edu).

## **August 28 – First Day of Fall 2023 Flight Labs**

- All Spring 2023 incomplete students who resume training for the fall semester will be held to the attendance policy and will be required to meet with their instructor accordingly until FAA checkride is complete.

## **August 29– Fall Semester Launch**

- All students and instructors will be required to attend the Fall Semester Launch. Please do not skip any classes for this. The Fall Semester Launch will be held in the Student Union Grand Ballroom from 6pm to 8pm.

## **September 5 – First Week Requirements Deadline**

- All requirements listed in the *Flight Lab Guide* must be met by the end of this day. This includes presenting TSA documentation to your flight instructor, completing first day paperwork, and purchasing your required materials.

## **September 15 – Spring 2024 Flight Lab Request Forms Open**

- Submit your form electronically. Request forms can be accessed via a link on MTSU Aerospace website.
- All uploaded files must be submitted in JPEG or PDF format.
- Be sure to follow all instructions carefully. Any errors in your submission may hinder your chance for a flight lab.
- Students will receive an automated response verifying receipt but are strongly encouraged to save a copy for future reference.

## **October 17 – Mid-Semester Student Briefing**

- All students will be required to attend the Mid-Semester Student Briefing. Please do not skip any class for this. The meeting will be held in the LRC, Room 221 from 6pm to 8pm.

## **November 15 – Spring 2024 Flight Lab Request Forms Due**

- Any requests submitted after this date will be considered late. Late applications may be considered after all eligible and on time submissions.

## **November 30 – Spring 2024 Flight Lab Awards Announced**

- Students will be notified by email of their lab award status.
- Read entire email carefully and complete any necessary steps before the deadlines noted in the award email. Not completing the necessary steps outlined in the award email may result in your awarded lab being rescinded.

## **December 6 – Last Day of Fall 2023 Flight Labs**

- If you are a prior semester incomplete student, you must have completed your checkride by this date or you will receive an "F" for the course.
- Checkrides may not be scheduled for prior incomplete students after this date.

## **December 17 – Fall 2023 Grades Due**

- We will begin evaluating your GPA to see if awarded student is eligible to retain an awarded Fall 2023 flight lab.

## **December 19 – January 1 – MTSU FEC Closed for the Holidays**

- The flight school will close at 6pm on December 18th and reopen at 8am on January 2nd. No grounds, SIMs, flights, or checkrides allowed during this time.

## **January 7 – Spring 2024 Registration and Retention Deadline**

- All remaining requirements and documents must be submitted to [FlightLab@mtrs.edu](mailto:FlightLab@mtrs.edu) in order to retain flight lab by the end of this day or they will lose their lab.
- All students are required to obtain any prerequisite pilot certificate or rating for their respective flight lab by the end of this day or they will lose their lab.
- Students must also be registered for the lab and all co-requisite courses by the end of this day or they will lose their lab slot.
- International students in labs that require TSA approval must be granted "Final Approval" from the Flight Training Security Program (FTSP) by the end of this day or they will lose their lab slot.

## **January 13 – Flight Account Fully Funded**

- All students must have all flight lab fees deposited into their flight account by 4:30pm on this day or have received a waiver from [FlightLab@mts.edu](mailto:FlightLab@mts.edu).

## **January 16 – First Day of Spring 2024 Flight Labs**

- All Fall 2023 incomplete students who resume training for the fall semester will be held to the attendance policy and will be required to meet with their instructor accordingly until FAA checkride is complete.

## **January 17 – Spring Semester Launch**

- All students and instructors will be required to attend the Fall Semester Launch. Please do not skip any class for this. The meeting time and location TBD.