PREFACE

Welcome to the Oklahoma State University Aviation Program. Everyone involved with the Professional Pilot program at OSU is dedicated to making flight training an enjoyable and rewarding experience and will assist you in every way possible.

Our goal is to develop professional, safety conscious pilots through our flight instruction program. This handbook outlines policies, procedures and other need-to-know information pertaining to flight operations to ensure the highest level of safety, efficiency and effectiveness.

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

The policies and procedures contained in this manual are very important to the efficiency and safe operation of the flight training program at Oklahoma State University. If everyone involved in flight training does their best to abide by the rules and procedures in this handbook, flight training at OSU will be both a valuable and rewarding experience.

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

Happy Flying!

Lance Fortney
Aviation Program Manager
Oklahoma State University
FLIGHT SCHEDULING & ATTENDANCE

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>AVERAGE DUAL HOURS</th>
<th>AVERAGE SOLO HOURS</th>
<th>HOURS/WEEK TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private (AVED 1222 &amp; 1232)</td>
<td>50</td>
<td>5</td>
<td>3.3</td>
</tr>
<tr>
<td>Instrument (AVED 2133)</td>
<td>50</td>
<td>0</td>
<td>2.9</td>
</tr>
<tr>
<td>Intermediate (AVED 2122)</td>
<td>12.5</td>
<td>12.5</td>
<td>1.5</td>
</tr>
<tr>
<td>Maneuvers (AVED 2142)</td>
<td>20</td>
<td>5</td>
<td>1.5</td>
</tr>
<tr>
<td>Multiengine (AVED 3341)</td>
<td>25</td>
<td>0</td>
<td>1.5</td>
</tr>
<tr>
<td>CFI (AVED 4232)</td>
<td>25</td>
<td>0</td>
<td>1.5</td>
</tr>
<tr>
<td>CFII (AVED 4331)</td>
<td>15</td>
<td>0</td>
<td>1.0</td>
</tr>
<tr>
<td>MEI (AVED 4771)</td>
<td>25</td>
<td>0</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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

SATISFACTORY PROGRESS POLICY

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

1. One letter grade reduction of final course grade per 3 unexcused absences.
2. Minimum grade for completed course will be C.
If a student is medically, administratively, or otherwise prevented from meeting satisfactory progress requirements, the Chief or Assistant Chief Flight Instructor should be consulted. All due consideration will be given for student hardships. A course that cannot be completed should be dropped on SIS/Web (before drop deadline) or via a late drop appeal (after late drop deadline). The Chief Flight Instructor and student advisor can provide guidance or documentation for a late drop appeal.

CANCELLATIONS AND SCHEDULE MODIFICATIONS

A cancelled training event within 48 hours of the scheduled time will be considered an UNEXCUSED CANCELLATION if reason is other than:

1. Weather
2. Maintenance
3. Illness
4. No airplane available
5. No instructor assigned
6. Emergency

A ground session that is substituted for a flight or a flight that is substituted for a ground session is still a training event and does NOT constitute a cancellation. This substitution is mandatory for planned “flying” training events that, for reasons 1-4 above, must become a ground training event. This substitution can occur within 48 hours of the event without incurring any penalty.

NO-SHOWS

In addition to the academic penalty described under SATISFACTORY PROGRESS POLICY, a student who does not show for a scheduled training event will be assessed a $50 NO-SHOW fee. For the third and subsequent NO-SHOWs of any one semester, a $100 fee will be assessed. Failure to provide 4 hours of notice for a non-emergency cancellation may be considered a NO-SHOW. Less egregious cancellations within 48 hours may still incur a $25 cancellation fee at the discretion of the Program Manager, Chief, or Assistant Chief Flight Instructors.

ADMINISTRATIVE CANCELLATIONS OR “BUMPS”

OSU will make every attempt to accommodate all student scheduling requests. However, there may be times when this is not possible. In the event that a flight must be administratively cancelled (“bumped”), the OSU Flight Center will attempt to inform the student, though a ground training event should still occur. This notification may be an automatically generated email from the schedule program. Also, aircraft that are down for maintenance will not be shown on the schedule, which may be viewed online at any time. Students are urged to monitor the schedule for current flight status.
DISPATCH PROCEDURES

The dispatcher has the authority to “hold” a flight pending review by the Chief or Assistant Chief Flight Instructors. The dispatcher will issue a dispatch form for the flight. All relevant information on the dispatch form must be completed and the form signed by instructor before flight. Required inspection times published in the dispatch binder must be reviewed before all flights. It is the responsibility of the student to verify that the tach and Hobbs times recorded on the dispatch sheet are the actual times on the aircraft. If there is a discrepancy between the recorded times and the actual times noted before the flight, it should be reported to the dispatcher immediately. It is the responsibility of dispatcher, Instructor, and student to assure that all inspections have been accomplished and that all the necessary documents are in the aircraft in accordance with the applicable regulations. In the event that required documents are missing, the aircraft will not be flown until the documents are accounted for.

Upon completion of the flight, the student and/or instructor will record all required information on the operations record (Appendix G) and dispatch form. The student will then return the dispatch binder, with all keys and checklists, to the dispatcher for billing. The dispatch binder must be returned to the dispatcher after each flight, as the aircraft may not be re-dispatched until it has been checked in.

SAFETY POLICIES

1. Weather Minimums:

   a) Dual Flights: The weather minimums for dual IFR flights will be visibility no less than 2 miles, and/or ceiling no less than 600 feet, or higher as required by regulation. All flights involving IMC will be dual. The weather minimums for dual VFR flights will be at the discretion of the flight instructor, though for any flight, the flight instructor must consider legalities and the benefit to the student’s training before making a go/no-go weather decision.

   b) Solo Flights: The weather minimums for solo flights will be as shown in the following chart.

   Solo, Student Pilots:

<table>
<thead>
<tr>
<th>Area</th>
<th>Ceiling</th>
<th>Visibility</th>
<th>Wind</th>
<th>X-Wind Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Pattern</td>
<td>1,500</td>
<td>5 Miles</td>
<td>15 knot peak gust</td>
<td>6 knots</td>
</tr>
<tr>
<td>Local Flight</td>
<td>3,000</td>
<td>5 Miles</td>
<td>15 knot peak gust</td>
<td>6 knots</td>
</tr>
<tr>
<td>Cross Country</td>
<td>4,000</td>
<td>5 Miles</td>
<td>15 knot peak gust</td>
<td>6 knots</td>
</tr>
</tbody>
</table>

   Solo, Advanced (Private or Commercial) Pilots:

<table>
<thead>
<tr>
<th>Area</th>
<th>Ceiling</th>
<th>Visibility</th>
<th>Wind</th>
<th>X-Wind Component</th>
</tr>
</thead>
</table>
Traffic Pattern | 1,500 | 3 Miles | 25 knot peak gust | Max.*
Local Flight     | 2,500 | 3 Miles | 25 knot peak gust | Max.*
Cross Country    | 3,000 | 3 Miles | 25 knot peak gust | Max.*

*Published max. demonstrated crosswind component

Any or all flights may be grounded when, at the discretion of the Chief Flight Instructor or Assistant Chief Flight Instructor, the weather conditions do not fall within the parameters set forth in this section, or are not conducive to effective flight training.

2. **Starting and Taxi:**

   a) All pilots will conduct a thorough preflight of the aircraft before each and every flight. This will be accomplished with the use of the checklist provided.
   b) Fuel quantity will be visually determined before every flight.
   c) Starting procedures will be as outlined in the starting engine checklist.
   d) At no time will aircraft be started by hand propping.
   e) If the aircraft fails to start after several attempts, discontinue starting procedures and get assistance from a flight instructor or the maintenance department.
   f) No aircraft will be left unattended while unsecured, or while the engine is running.
   g) Taxi at a speed which is appropriate for the existing conditions. Low power, low speed, and constant vigilance will be maintained when taxiing in congested areas.
   h) Flight control deflections will be used in accordance with the proper crosswind taxiing technique.

3. **Fire Precautions and Procedures:**

   a) All students will be instructed (before their first solo) on precautions against ground and in-flight fires, and the procedures to be taken if they should occur.
   b) All students will be instructed in the location and use of the fire extinguisher in the aircraft (if installed).
   c) Students will be familiar with the emergency procedures relating to fires in the Pilot’s Operating Handbook for the particular aircraft being operated.
   d) Extreme care should be taken to avoid excessively rich start (caused by pumping throttle), and potential fire.

4. **Procedures after Unscheduled Landings:**

   a) On-airport: In the event of an unscheduled landing (a landing at any airport other than the airports indicated on the flight plan or authorized by the flight instructor in the solo cross country endorsement), the student will secure the airplane by installing the control lock, locking the doors and securing the aircraft with whatever means is available, and contact OSU flight center for instructions (405-744-2739). At no time will the flight be continued without the specific authorizations of either the primary flight instructor, the Chief Flight Instructor or the Assistant Chief Flight Instructor.
b) Off-airport: The student will assess personal injury and damage to the aircraft first, assure fuel is shut off and all fire potential has been eliminated. If possible, secure the aircraft and determine location. Immediately report to the OSU flight center (405-744-2739) providing as much information as possible (injuries, damage, location, etc.). At no time will the student attempt to take off from an unprepared landing area.

5. Aircraft Discrepancies:

Anytime the student discovers a discrepancy (squawk) with the aircraft it will be recorded on the squawk sheet labeled “Aircraft Discrepancy Record” available at the dispatch desk. The following procedure will be followed:

a) The student/instructor will provide airplane data and as detailed a description as possible of the problem on the “squawk sheet.”

b) The aircraft will not be dispatched for flight until it has been inspected by a mechanic or a flight instructor.

c) If the aircraft is determined to be unairworthy it will not be dispatched for flight until signed off by the Chief of Maintenance or his delegate.

d) If the discrepancy is found to not affect the airworthiness of the aircraft as per 91.213 and does not affect any equipment required for completion of the lesson, it will be deferred to the next inspection and the aircraft returned to flight status with the discrepancy noted on green “squawk sheet.” To determine compliance with 14 CFR 91.213, all pilots must determine that the inoperative equipment is not:

i) Required to be operational by the aircraft’s equipment list as published in the aircraft POH.

ii) Required to be operational by 14 CFR 91.205.

iii) Required to be operational by AD.

iv) Required by Part 91 Operating Rules.

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

6. Securing of Aircraft:

Before and after every flight, the aircraft will be tied down at both wings and the tail. In addition, a gust lock, throttle lock, and pitot cover will be in place whenever the aircraft is secured after a flight. After securing the aircraft, the student and/or instructor will assure that all seat belts are stowed and all personal items and trash are removed from the aircraft.

7. Fuel Reserves:

Required fuel reserves for all VFR local flights will be no less than 45 minutes day and one (1) hour night. Cross-country flights must land with no less than one (1) hour reserve. All solo cross-country flights must begin with full tanks. Fuel reserves for IFR flights will be as stated in 14 CFR 91.167: enough fuel to fly to the intended destination, from the intended destination to the alternate (if an alternate is required), and thereafter for 45 minutes at normal cruise speed.

8. Collision Avoidance:

a) Pilots should be alert for other aircraft at all times—in the air and on the ground.
b) All pilots will adhere to the “see and avoid” concept and be particularly vigilant when not in radar contact.
c) Pilots will clear the area, both left and right, prior to performing any maneuvers.
d) Pilots will make periodic position reports on the company frequency (123.5) while in the practice areas.
e) Pilots will always scan the approach area prior to taking the runway and when turning from base to final.
f) When taxiing in a congested area and in doubt about wingtip clearance, the pilot will shut down the engine and maneuver the aircraft by hand until sufficient clearance of the obstacle is assured.

9. Minimum Altitudes and Simulated Emergency Landings:
   a) Except for takeoff and landing, no OSU aircraft will be operated at an altitude below 500’ above the surface, or objects, persons, vehicles, or structures on the surface. Higher altitudes will be maintained over noise-sensitive areas (or avoided entirely, if possible) as noted on practice area maps.
   b) Minimum altitudes for all maneuvers will be as outlined in the Practical Test Standards for the certificate or rating in progress.
   c) Solo students will not practice simulated forced landings.

10. Assigned Practice Area:

    Before a solo flight, the student will be briefed by his instructor in regard to the location and limits of the practice area. Except when on an authorized cross-country flight, students should remain within the designated practice area. The description of the practice area for OSU Flight Center at Stillwater is found in Appendix A.

11. Student Pilot Solo Flight:

    a) No student may begin a solo practice flight until it has been approved by that student’s instructor who will sign the dispatch form to document: adequate fuel, suitability of airports of intended use, weather, and weight and balance data. Further, an OSU instructor must be present at the Flight Center during all student solo flights.
    b) Passengers will not be carried on any solo flights.
    c) Solo night cross-country flight will not be allowed. All solo cross-country flights must be back at OSU Flight Center no later than official sunset.
    d) All planning for student solo cross country flights must be approved by that student’s primary instructor who shall be present at the Flight Center at the time of departure.
    e) Destination airports for student solo cross-country flights will be chosen from the list of approved cross-country airports or those airports approved by the Chief Flight Instructor or the Assistant Chief Flight Instructor (list of approved airports is found in Appendix B),
    f) A copy of the flight log for each leg of student solo cross country flights shall be retained in a folder at the dispatch desk (Appendix D).
    g) A flight plan must be filed and activated for each leg of each solo cross country flight.
h) A de-briefing with the student’s primary instructor must occur immediately after solo
cross-country flight.

12. Cross-Country Flight, All Students:

a) Destination airports for dual cross-country flights will be at the discretion of the flight
instructor, though for dual flights greater than 250 NM the destination shall be selected
from the list of approved 250+ airports (Appendix B).
b) Landing fees incurred during cross-country flight will be the responsibility of the
student.
c) Students will be responsible for confirming that airports/FBS’s of intended use will
honor OSU-issued Multi-Service credit cards.
d) Destination airports for Private and Commercial grade pilots will be at the discretion of
the student with approval from the student’s flight instructor, though prohibited airports
(appendix C) may not be used. Destinations for flights greater than 250 NM shall be
selected from the list of approved 250+ airports.
e) A debriefing with the primary flight instructor must occur immediately after the return of
all flights, with emphasis on cross country flights. This briefing/debriefing time will be
logged in the student’s training record.
f) A flight plan must be filed and activated for each leg of each cross country flight, or
alternatively, the pilot must remain in continual contact with ATC (Flight Following).
g) No passengers will be allowed on solo cross-country flights.
h) A cross country log is maintained at flight dispatch (Appendix E) which must be
completed prior to departure (destination, route, expected time of return, and fuel cards).
The log will be signed by both the student and a flight instructor and is applicable to
ALL STUDENTS. For student pilot solo cross country flights, this log shall be in
addition to the required copy of the flight log.
i) Flights over 300 NM OR involving an overnight stay will require permission from the
Chief or Assistant Chief and the submission of an “overnight” cross country request
form (Appendix F).

13. Cold Weather Operations:

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

b) When temperatures are below 0 degrees C:
   i) Do not simulate a power loss of any kind.
   ii) Do not simulate emergency landings.
   iii) Plan descent profiles, monitor cylinder head temperatures, and use cowl flaps
       as required to maintain cylinder head temperatures.

c) When temperatures are below -18 degrees C:
   i) No solo flight will be authorized.
d) When the temperature is below minus -25 degrees C:
   i) No flight will be conducted in any aircraft.

e) All ice and frost will be removed from the aircraft windshield and surfaces before flight.

14. Additional Safety Practices:

a) All flights will be accomplished in accordance with the Federal Aviation Regulations.
b) Aircraft will not be operated in a careless or reckless manner (91.13).
c) Video cameras, or any video recording device that is onboard an aircraft for the express purpose of recording or transmitting video during flight, are prohibited.
d) Cell phones and other electronic communication devices are permitted onboard aircraft, but may NOT be used for texting, emailing, calling, recording, photographing or any other function not directly related to flight training.
e) Formation flight is prohibited.
f) Spins will be practiced only with an instructor, and only as required during CFI training except as part of an approved upset recovery course.
g) Any flight maneuver involving an abrupt change in attitude, an abnormal attitude, abnormal acceleration not necessary for normal flight, pitch angle greater than 30° or bank angle greater than 60° is prohibited, except as part of an approved upset recovery course.
h) The Pilot-In-Command is responsible for all OSU aircraft and equipment when it is in their possession. The flight instructor is the PIC for all dual flights.
i) An operable flashlight must be carried when flying at night.
j) When flying a complex aircraft and remaining in the pattern, pilots will retract and extend the gear between each takeoff and landing.
k) Touch-and-go landings in complex aircraft are prohibited. Stop-and-go landings in complex aircraft are permitted if 3,000’ of useable runway are remaining for the “go.”
l) No passengers are allowed on OSU aircraft unless per-occurrence permission is granted by the Program Manager, Chief, or Assistant Chief for training purposes (commonly called “sandbagging”), or special events. Additionally, pilots and passengers may fly together if BOTH are enrolled in AVED 4990.
m) All flights involving IMC will be dual flights.
n) After-hours flights (any flight involving the hours after 5:00 p.m. to 8:00 a.m. and weekends and holidays) involving IMC must receive per-occurrence permission from the Chief or Assistant Chief.
o) All flights in multiengine aircraft will require an MEI at a pilot station.
p) Flight in known or forecast icing conditions is prohibited.
q) Class 1 EFB’s (Electronic Flight Bags, e.g. ipads, tablets, etc.) may be used in lieu of paper charts and reference material provided:
   i) The interactive or precomposed information being used for navigation or performance planning is current, up-to-date, and valid.
   ii) The interactive or precomposed information being used is a near-exact duplication of the paper equivalent, if applicable.
   iii) The EFB does not make use of an external power source, except for emergencies.
iv) The EFB is secured during takeoff, approach, and landing. The EFB may be secured by means of a leg strap, kneeboard, etc. or may be temporarily secured in flight bag, pouch, etc.
v) No external mounting hardware is used for the EFB, related antenna or accessory.

**FLIGHT ACCOUNT**

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

1. Cash payment after each flight.
2. Credit card payment after each flight.
3. Credit card on file with office manager.

The student must keep a balance of $200.00 in flight account. An account balance is provided during the dispatch process. A student will not be allowed to fly if the cost of the flight will produce a negative balance. Flight training account statements are available upon request.

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

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

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

**GRADES**

Students and instructors should make every effort to complete the flight training lab during the semester of enrollment. If the student fails to complete the course (due to weather, aircraft or instructor availability, medical problems, etc), they will receive an “I” (incomplete) followed by a F letter grade. The letter grade will become the permanent grade for the course after one year if the course remains unfinished. During the one year grace period, only the “I” will appear on the student’s transcript. When course requirements have been completed, a final grade will be assigned based upon the criteria listed below:

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

3 stage and/or EOC tests failed and less than 9 unexcused cancellations.

Student preparedness and/or attitude may influence final grade at instructor’s discretion, but maximums may not be exceeded.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Completion Requirement</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVED 1114</td>
<td>Theory of Flight</td>
<td>Private Pilot Knowledge Exam</td>
<td>4</td>
</tr>
<tr>
<td>AVED 1222</td>
<td>Primary Flight Lab 1</td>
<td>Logged Solo Flight</td>
<td>2</td>
</tr>
<tr>
<td>AVED 1232</td>
<td>Primary Flight Lab 2</td>
<td>Private Pilot Certificate Airplane SEL</td>
<td>2</td>
</tr>
<tr>
<td>AVED 2213</td>
<td>Theory of Instrument Flight</td>
<td>Instrument Rating Knowledge Exam</td>
<td>3</td>
</tr>
<tr>
<td>AVED 2132</td>
<td>Instrument Flight Lab</td>
<td>Instrument Rating Airplane</td>
<td>2</td>
</tr>
<tr>
<td>AVED 2313</td>
<td>Theory of Commercial Flight</td>
<td>Commercial Knowledge Exam</td>
<td>3</td>
</tr>
<tr>
<td>AVED 2122</td>
<td>Intermediate Flight Lab</td>
<td>25 Hours IFR PIC</td>
<td>2</td>
</tr>
<tr>
<td>AVED 2142</td>
<td>Commercial Maneuvers Lab</td>
<td>Commercial Pilot Certificate Airplane SEL</td>
<td>2</td>
</tr>
<tr>
<td>AVED 3231</td>
<td>Theory of Multiengine Flight</td>
<td>Private or Comm. Pilot Certificate Airplane MEL</td>
<td>1</td>
</tr>
<tr>
<td>AVED 3341</td>
<td>Multiengine Flight Lab</td>
<td>Commercial Certificate Airplane MEL</td>
<td>1</td>
</tr>
</tbody>
</table>

Additionally, flight hours accrued before attending OSU can be credited toward an equivalent OSU lab flight hour (NOT credit hour) requirement. Flight hour credit must comply with FAR 141.77 (c), which will include a written test and flight test, and certifying records from the school from which the training was received. Additionally, flight hour credits may not exceed the limits of 141.77 (c) (1-4).

**RESIDENCY REQUIREMENTS**

Minimum flight requirements for the Professional Pilot option include: Private Pilot, Instrument Rating, Commercial Pilot Multi and Single-Engine, and Certified Flight Instructor. For students transferring into the OSU Professional Pilot program, a minimum of two flight courses must be completed in residence at OSU to be eligible for the Aerospace Administration and Operations degree with Professional Pilot option. Additionally, all students must meet an OSU residency requirement of 30 credit hours. See Oklahoma State University academic regulations for details.
GENERAL POLICIES

1. All flight instruction used to fulfill degree requirements will be conducted in OSU aircraft with OSU instructors. Private aircraft will not be used.
2. Flight training may only be provided to students who have complied with Federal TSA requirements. This may require the submission of copies of birth certificate, driver license, or other documentation as required by current law. More extensive TSA screening will be required for students who are not United States citizens.
3. Students must complete the FAA knowledge test to be eligible to take the End Of Course exam for the corresponding flight course.
4. Students must complete FAA knowledge test within one week of completion of corresponding theory course to maintain flight privileges.
5. As per FAR 61.71(a), graduates of a 141 course must complete the related practical test within 60 days of End-Of-Course exam.
6. No student shall remove any documents or manuals from any OSU aircraft unless being instructed to do so by a flight instructor, dispatcher or certified mechanic employed by the OSU flight department.
7. All training records (excluding student log books) shall remain in the administration building of the OSU Flight Center at all times.
8. All aircraft logs must be “signed out” at OSU maintenance hangar, and only for training or testing purposes. If kept overnight, aircraft maintenance records must be secured in locked cupboard in the Dispatch area.
9. No food or drink (except water) is allowed in OSU aircraft.
10. Pilot records must be kept updated in the dispatch database. It will be the responsibility of the student to advise dispatch when pilot grade, currency (biennial flight review), medical or other certification information changes.

SUSPENSION/ TERMINATION

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

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

All decisions concerning permanent termination of flight privileges will be at the discretion of the Flight Review Board and will comply with procedures outlined in the Flight Review Process.
Appendix A

Designated Training/Practice Areas

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

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

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

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

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

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

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

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

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

See next page for illustration.