



SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

Aviation Sciences Institute

STANDARD OPERATING PROCEDURES

&

POLICIES MANUAL

Flight and Ground Training

Revision February 2024

This is your copy of the safety procedures, practices, and policies as established by the Aviation Sciences Institute. You should become very familiar with this document and our **Safety Management System**, referencing both during the course of your training at Southeastern.

Our goal is to give you the finest and safest flight training available. In all cases, the training at Southeastern meets or exceeds those standards set forth by the Federal Aviation Administration.



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Table of Revisions

<i>Revision Date</i>	<i>Change Descriptions</i>
<i>February 4, 2024</i>	<i>Page 25-Added NW overflow practice area, Page 7-corrected minimum flight account balance statement, Page 16-statement clarifying VFR weather minimums for solo cross countries. Page 25, updated to current AC 90-66C, several grammatical corrections and changes.</i>
<i>August 12, 2022</i>	<i>Revised numerous areas, Prerequisites, Chair vs Director references, cross country fuel requirements, special fees and policies, FRAT for dispatch</i>
<i>January 20, 2022</i>	<i>Added Appendix 2 Professional Pilot Student Review Process</i>
<i>September 30, 2021</i>	<i>Added Appendix 1 for Frasca RTD Letter of Authorization (LOA)</i>
<i>April 13, 2021</i>	<i>Revised no Show and cancellation policies added student grievance policy on Page 9, emphasizes the expectation that students remain in Durant to fly over the summer on page 10-11, revised graduation clearance protocols on page 13, revised weather minimums on page 16 and the dispatching procedures on page 15; and emphasizes student cross countries must be back 1 hour before dark on Page 21;</i>
<i>January 2, 2021</i>	<i>Revised Page 10-12 – Maintaining Part 141 enrollment status; Revised Flight Training Attendance; Revised Ground School Prerequisites; Revised Flight Training Grading Criteria</i>
<i>February 26, 2020 – (See Change Bars in left margin to indicate changes)</i>	<i>Comprehensive revision, addition of electronic signatures, document and table formatting improvements, wind restrictions, change VFR solo minimums to 4,000 feet ceiling from 5,000 feet and to 6 statute miles visibility from 8 statute miles visibility, add min and max temperature for operations, modify fuel reserves times to comply with 14 CFR 91 or better</i>
<i>March 25, 2018</i>	<i>Maintaining your Part 141 enrollment</i>
<i>March 25, 2018</i>	<i>“Touch and Goes” in University Aircraft</i>
<i>March 25, 2018</i>	<i>Open Squawks</i>
<i>August 13, 2015</i>	<i>Photography and Video Recording Equipment in the Airplane</i>
<i>December 18 2011</i>	<i>Ground School prerequisites, Aircraft Dispatching and required reading of Pilot Bulletins, Revised Criteria for solo cross-country destinations.</i>
<i>August 10, 2010</i>	<i>Table of contents</i>
<i>August 10, 2010</i>	<i>Added statement concerning SMS and Blackboard Academic suites.</i>
<i>August 10, 2010</i>	<i>Added section on Security Badges</i>
<i>August 11, 2008</i>	<i>Flight Training Grading Criteria</i>
<i>August 15, 2007</i>	<i>Added section on ground school attendance and Part 141 Flight Training</i>
<i>August 15, 2005</i>	<i>Amended section on transferring credit via Advanced Standing</i>
<i>July 6, 2005</i>	<i>Added section on FAA Medical</i>
<i>January 8, 2005</i>	<i>TSA requirements amendments to minimum flight account balances</i>
<i>October 14, 2004</i>	<i>Added Grass Strip Training at Cedar Mills (3T0)</i>
<i>August 17, 2004</i>	<i>Original</i>



Use of Electronic Signatures

Southeastern is migrating to a comprehensive scheduling, dispatch, and learning management system called ETA from Talon. This system eliminates many of the manual record keeping tasks that have been so time consuming and tedious over the past. Talon ETA makes extensive use of electronic signatures for scheduling, dispatch, and recording of grading during your flight and ground training. In accordance with [FAA AC 120-78A](#) and FAA Standard Order [FSIMS 8900.1 Volume 3, chapter 31](#), it is important that all staff, instructors, and students understand their responsibilities regarding the use of electronic signatures.

- Each person will be provided training regarding the use of each electronic record system, form, or activity completion document which utilizes a PIN number or other electronic signature.
- Each Flight Instructor will be provided training during initial and recurring standardization regarding the use of any system which utilizes electronic signature features.
- The use of an electronic signature is regarded as equivalent to a person's handwritten signature.
- Each person will be assigned a confidential PIN number which will be unique to that individual.
- No person may share their PIN number with another person for any purpose.
- No person may use another person's PIN number to indicate acceptance of any document, lesson grade, or flight activity.
- No person shall use their PIN number to accept any document or the results of any lesson or activity with reading and understanding what they are accepting.
- If unknown to school personnel, a person should produce valid identification to accompany the use of a PIN number for assignment or dispatch of any aircraft or completion of any flight log or record.
- The use of electronic signatures such as a PIN should be considered permanent and unalterable.
- If a document or flight record is signed using a PIN number in error, then the matter should be brought to the attention of management immediately so a correction record and appropriate documentation may be prepared and entered so as to never alter a record that has been entered into the system.
- Any person who is caught using another person's PIN number for any flight or ground activity may be penalized by suspension or program termination.
- Any person who believes that their PIN number has been compromised should immediately report this to Southeastern management and they will be assigned a new PIN number
- Southeastern will conduct periodic quality control checks on the system, its data, and the use of electronic signatures to ensure the integrity of the data and records therein.



Assignment of Flight Instructors

Students are required to complete the following prior to being assigned to a flight instructor:

1. Enroll in the proper flight course.
2. Obtain an FAA First class medical certificate.
3. Obtain a Student Pilot Certificate
4. Establish a flight account with a minimum balance of \$2,000.
5. After completing the above, students must submit to the following documentation to the Flight Operations Department:
 - a. **U.S. Citizens**, in accordance with the *Transportation Security Administration's* 49 CFR Part 1552, must provide proof of U.S. citizenship or nationality. To establish U.S. citizenship or nationality, students must present a valid U.S. passport or an original raised seal U.S. birth certificate and government issued picture identifications.
 - b. **Non-U.S. citizens** should make an appointment with the Department Chair to determine steps to remain in compliance with 49 CFR Part 1552. A TSA Authorization to "Initiate Flight Training" letter must be received and the flag cleared in Talon ETA.
6. A "Semester Flying Agreement". This contract will be kept on file in the Flight Ops Department.
7. A completed SOP Quiz. All students will take this exam once a year.
8. A copy of all pilot certificates, medicals, and FAA knowledge exam results that are not already on file within the Chief Flight Instructor's office.

All paper work should be submitted at the same time.

Flight Accounts

Students must initially deposit \$2,000 in a flight account when they enter the flight program and they must maintain a balance of at least \$400. If the account balance drops below \$400 at any time, the student will be removed from the flight schedule. If the account drops to a negative balance, the account balance must be restored to \$2,000 or the balance needed to complete the present flight course. Only after showing proof (copy of the receipt) that this additional deposit has been made, will the student be allowed to resume his or her flight training. It is the student's responsibility to maintain the minimum account balance.

In addition to the initial deposit of \$2,000, student account balances must be at least \$2,000 before beginning a new course of training

These special charges can be paid at the Business Office or the Auxiliary Business Office on the main campus. Flight accounts are non-interest bearing.



Closing a Flight Account

You must complete a form for closing ASI flight accounts, at which time you will not be eligible to continue flight training. Any ASI flight account balance will first be applied to outstanding balances owed to the university.

The student may complete a flight account withdrawal one time each semester. However, you may only resume flight training upon verification of deposit of \$2,000 into your flight account. **The student will not be allowed to reopen their flight account until the following semester, if a second withdrawal is made.**

FAA Medicals

As per the Southeastern Oklahoma State University undergraduate catalog, all Professional Pilot majors must obtain an FAA First-class medical certificate prior to enrollment into the Aviation Professional Pilot program. In addition, each student must obtain a Student Pilot Certificate either prior to arrival or immediately upon arrival at Southeastern. Aviation Management majors must also obtain a Student Pilot Certificate if they elect to enroll in flight classes. Aviation minors and non-majors, if they elect to enroll in flight classes, must also obtain an FAA Third-class FAA medical certificate.

Note: Should a flight student develop any medical condition that would have originally disqualified them from obtaining their medical certificate, or that would prevent them from legally exercising the privileges of their medical certificate, the flight student is required to report this condition to the Chief Flight Instructor prior to their next flight. Disqualifying conditions are found in 14 CFR Part 67.

FAA Written Exams

No student will be allowed to continue flying on a particular course unless he/she has passed the FAA knowledge exam required by FAR's for that certificate or rating by the following stage:

FAA Certificate	Progress Level
Private Pilot -	Before the end of Private Pilot Stage II
Commercial Pilot -	Before the end of Commercial Stage II
Instrument Rating -	Before the end of Instrument Stage I
Flight Instructor -	Before starting CFI Stage 2
Instrument Instructor -	Before the end of CFII Stage I

Students who have not completed the appropriate ground school may meet with the Chief Flight



Instructor to discuss their exemption from the above policy. However, unless prior permission is granted, stage checks will not be given to those students who do not comply with the above policy.

Flight Scheduling

Flight schedules may be accessed from the Aviation Sciences Institute's web page at <http://www.talon-systems.com/sosu/>. Flights are typically scheduled approximately 1 week in advance with each student being scheduled at least 3 times a week. Students are responsible for knowing their flight schedule.

You must be available for at least three (3) flights a week in order to obtain the most from your training and complete the course in a reasonable length of time. Check the schedule in person by Monday for that week to see when you are scheduled.

Student Cancellations and No-Shows

Student cancellations are strongly discouraged and must be requested and approved. Furthermore, **cancellations within 24 hours of the scheduled departure time will be charged a No-Show Fee.** A student who believes he or she has a valid reason for the cancellation may visit with the Chief Flight Instructor. The Chief Instructor will then decide to either accept the cancellation (No-Show will be excused) or reject the cancellation (the No-Show will stand).

Please make every effort to be on time for your flights. You must be Ramped-Out and ready for your flight at the scheduled time. Tardiness will result in a no-show. Currently, the "No-Show fee" is \$50 for local flights and \$100 for cross-country. **Excessive no-shows or flight cancellations, more than 3 per semester, will be reviewed by the Chief Flight Instructor and may result in suspension from the flight schedule.**

Student Grievances.

The Aviation Sciences Institute recognizes the right of our students to seek resolution should a grievance or any other issue concerning their flight training occur; and it is our hope that any grievance be resolved before it negatively impacts a student's flight training program. This being so, the ASI has a process in place that utilizes a chain of command for those students with grievances, or those who need assistance, or simple guidance. Students are encouraged to communicate their concerns in the following order:

1. Your assigned flight instructor, then
2. Your Team Lead/Senior flight instructor, then
3. Your Lead Flight Instructor, then
4. The Chief Flight Instructor, then
5. Professional Pilot Chair



Students are expressly encouraged to visit with the ASI Director should an issue continue to go unresolved.


Maintaining Your Part 141 Enrollment

You must understand the importance of maintaining consistent and regular progress throughout the Part 141 curriculum. Students who do not maintain systematic progress in their flight training and who do not meet required benchmarks can expect substantial delays in their anticipated 4-year graduation timeframe and possible termination from the Part 141 curriculum.

- **Benchmarks and measures for maintaining your Part 141 Enrollment**
 - Academic success in all Part 141 ground school courses
 - FAA Knowledge Exams completed soon after the corresponding ground school
 - Meeting FAA completion standards, attendance requirements, and contact time requirements in each ground school
 - Systematic and measurable progress in flight training with infrequent breaks in training
 - Ground school courses taken concurrently with their corresponding flight training courses.

Students who are inactive for 30 consecutive days will be placed on an “Inactive Hold” status. In this case, students must petition the Chief Flight Instructor to return to “Active” status. Those students who are inactive for two consecutive semesters will be considered permanently inactive and terminated from the Part 141 curriculum.

Flight Training Attendance

 Flight training operations are conducted seven days a week and students are expected to fly on weekends and during the summer semester. Every attempt will be made to place you on the flight schedule a minimum of three times a week and each student is expected to accommodate this schedule.

All cancellations must be pre-approved by your instructor or the Chief Flight Instructor. Excessive no-shows and student cancellations will result in your removal from the flight schedule. Please remember, flight courses are no different than academic courses taken on campus. **Attendance is mandatory.** You must be available to fly throughout the week and on weekends.



Ground School Prerequisites (Legacy Track- Those students enrolled prior to Fall 2021.)

Part 141 Ground School Courses must be taken concurrently with their corresponding Flight Training course. Many aviation courses have prerequisites. These are listed below:

Aviation Course	Prerequisite 1	Prerequisite 2
Commercial Perf. & Regs (AVIA 2083)	Student should be at least in Private stage 2	
Commercial Operations (AVIA 3123)	Student should be at least in Commercial stage 1 and (AVIA 2083)	Private Pilot Knowledge Exam passed
Instrument Ground (AVIA 3284)	Student must be at least in Commercial stage 2	
Fundamentals of Instructing (AVIA 3152)	Student must be at least in Instrument stage 1	Commercial Pilot Knowledge Exam passed
Flight Instructor Ground (AVIA 3202)	Student must be at least in Instrument stage 1	Commercial Pilot Knowledge Exam passed
CFII Ground (AVIA 3362)	Student must be at least in Instrument stage 2	Instrument Rating knowledge Exam passed
Multiengine Ground (AVIA 4562)	Commercial Pilot Knowledge Exam passed	

Ground School Prerequisites (New Track- Those student enrolled Fall 2021 and after.)

Part 141 Ground School Courses must be taken concurrently with their corresponding Flight Training course. Many aviation courses have prerequisites. These are listed below:

Aviation Course	Prerequisite 1	Prerequisite 2
Commercial Perf. & Regs (AVIA 2083)	Student should be at least in Private stage 2	
Instrument Ground (AVIA 3284)	Private Pilot Certification	
Commercial Operations (AVIA 3123)	Student must be at least in Instrument Stage 2	
Fundamentals of Instructing (AVIA 3152)	Commercial Stage 3	
Flight Instructor Ground (AVIA 3202)	Commercial Stage 3	



CFII Ground (AVIA 3362)	CFI Stage 1	
Multiengine Ground (AVIA 4562)	Commercial Stage 3	Commercial Pilot Knowledge Exam passed
Intro to TAA (AVIA 3451)	At least in Inst Stage 2	

Attendance in Ground School

The Federal Aviation Administration, per 14 CFR Part 141, requires a minimum contact time as stated in the approved curriculum. Therefore, all class absences must be made-up on an hour for-hour basis. This must be accomplished by an approved ASI Staff Flight instructor at the student’s expense. Scheduling and completion of this requirement is the responsibility of the student.

Stage Checks and End of Course Exams

The Chief Flight Instructor or his designated assistant will periodically conduct stage checks and end of course exams with each student. These progress checks will be given at predetermined stages during your flight training. There will also be a Final Stage Check prior to graduation from flight each course. To take the Final Stage Check the student must have taken and passed the corresponding FAA written test.

Flight Course Grading and Incompletes

All final grades will be issued in accordance with procedures set forth by Southeastern Oklahoma State University. All flying courses are graded as Pass (P) or Fail (F). Should you not have completed a flight course at the end of the semester you will receive a grade of “incomplete” (“I”). After completing the certificate or rating the “I” will be converted to a “P” or an “F”. However, the “I” will become permanent one year after posting; at which time you must reenroll in the course in order to obtain a passing grade, continue flying, and receive credit for the course.

Restricted ATP

Southeastern Oklahoma State University is approved by the FAA to issue certificates of completion qualifying our graduates for an FAA Restricted ATP (14 CFR 61.169) certificate at 21 years of age and 1,000 flight hours rather than the 23 years of age and 1,500 flight hours normally required by 14 CFR Part 61.151. This may be issued to a graduate when they complete a minimum of 60 credit hours of aviation courses in accordance with the FAA Letter of



Authorization (LOA). Due to the administration of this special FAA designation, students must adhere closely to the Southeastern Aviation Professional Pilot degree program so as not to jeopardize their qualifications for this important FAA program.

Graduation

Before an Aviation student can apply for graduation in the Registrar's Office, they must receive a "Graduation Clearance" authorization from the ASI Professional Pilot Department Chair. This clearance will be required before the student can proceed with the graduation process (i.e. name in commencement program, diploma order, etc.).

Students must apply in their final semester by the graduation application deadline and must have all academic courses passed or in process, a minimum GPA of 2.5 in the aviation major and at least have completed the FAA Commercial and Instrument certification process with no incompletes. A student may apply to walk in the graduation ceremony if they can "reasonably" complete CFI, CFII, and Multiengine by the next graduation ceremony. The deadlines are usually around November 1, April 1, and July 1.

Southeastern Flight Training Grading Criteria

Dual flights- Each dual lesson and line item within a lesson will be given a grade by the supervising instructor. The instructor will assess each lesson and task with a grade of Satisfactory (**S**), Unsatisfactory (**U**), Incomplete (**I**), or Not Applicable (**NA**) against the completion standards stated in that lesson. *Note: NA will only be used in cases of repeat lessons or tasks where that task had been previously demonstrated to standards.*

Solo flights -Each solo lesson and lesson task will be graded with a grade of Complete (**C**) or Incomplete (**I**).

Transfer of Credit and Advanced Standing Examinations

After enrolling at Southeastern, credit will only be granted for that flight training accomplished with the ASI or another approved and accredited collegiate aviation program unless specifically authorized by the Chief Flight Instructor.

According to Southeastern admissions policies "work taken at junior or community colleges cannot be counted in meeting the upper-division requirements of Southeastern Oklahoma State University. Upper-division requirements relate to junior and senior (3000/4000 level) courses of study. Students who believe that their courses taken at a junior college are equivalent to courses taught at Southeastern Oklahoma State University may take an Advance Standing examination to validate that level of achievement." Please refer to the SOSU undergraduate catalog for additional information.



In order to earn college credit through advance standing, the student must hold that certificate or rating (FAA) prior to enrollment at Southeastern. Students may not apply for advance standing credit until their final semester of their senior year. This will be accomplished in conjunction with their graduation clearance letter.

Credit for Previous Flight Training

Students who would like college credit for previous flight training must contact the Chief Flight Instructor to schedule an evaluation. Evaluation sessions will contain both a ground and flight component and must be completed before the student begins their flight training within the Aviation Sciences Institute. These sessions will be completed on a first come first serve basis and will be scheduled at time suitable to the Chief Flight Instructor.

Students should understand that according to the FAA Restricted ATP requirements contained in 14 CFR 61.169 and detailed in the FAA Letter of Authorization (LOA) issued to Southeastern, courses, licenses and ratings received outside of the Southeastern Aviation program may affect their ability to qualify for the Restricted ATP certificate. (See the Department Chair for more information)

Once a flight student is admitted to Southeastern Oklahoma State University's Aviation Sciences Institute, all flight training credit must be completed in residence or, with prior approval of the Department Chair, through another university aviation program.

Every attempt will be made to minimize the need to repeat previous training. In all cases, the amount and type of credit granted is at the complete discretion of the Chief Flight Instructor.

ASI Security Badges

ASI security badges must be worn and properly displayed by each aviation student, faculty and staff member, and visitor, who enters the aviation facility or tarmac. Visitors should request a security badge in room 101.

One security badge will be issued to each student once a year. Lost or stolen badges will be reissued for a nominal fee.

Aircraft Dispatching



A Dispatch Form, with the attached Flight Risk Assessment Tool (FRAT), must be completed prior to each flight then endorsed by an authorized flight instructor. Aircraft keys will not be issued without this form and the instructor's signature.

Students with a **FRAT** score between 16-22 are considered to be at moderate risk and require senior instructor approval before flight. Students with a **FRAT** score above 22 are considered to be high risk and require approval from the Chief Flight Instructor.

As part of their dispatching procedure, students are required to review the appropriate aircraft discrepancy log (Squawks) and all Pilot Bulletins and Safety Bulletins which are distributed through a Flight Information File (FIF) via the Talon ETA System.

An aircraft's squawk status and history, as well as the status of required inspections, are maintained within each airplane's "dispatch can."

The ASI Safety Management System is managed through the Talon SMART software which is accessible to all students, instructors, and staff within the Talon ETA application and in a briefing binder in the dispatch area.

Aircraft Availability and Bumps

You will be scheduled according to your availability and that of the aircraft needed for your particular course. Occasionally you may be bumped because the aircraft needed is not available. When this occurs, your instructor will make every effort to reschedule you at the earliest possible time.

Aircraft rental for personal use is not permitted.

Weekend Flights

You will be required fly on weekends. Instructors and aircraft are available. All flights on weekends require a dispatch form signed by an authorized flight instructor.

Weather Minimums

When weather conditions force the cancellation of training flights your instructor will reschedule you at the earliest possible time. If you are in doubt as to the weather conditions, contact your instructor. Do not fail to show up for a lesson just because you assumed the weather was too bad to fly.



VFR Weather Minimums:

Flight Condition	Minimum Ceiling	Minimum Visibility
Solo Flights (Pattern only) –	1,500 ft. ceiling	3 statute miles visibility
Solo flights (local) –	1,500 ft. ceiling,	5 statute miles visibility
Solo night flight –	4,000 ft. ceiling,	6 statute miles visibility
Solo cross-country –	4,000 ft. ceiling,	6 statute miles visibility
Dual local flights –	1,500 ft. ceiling,	3 statute miles visibility
Dual cross country -	Instructor’s decision	Instructor’s decision

Note: Instrument rated students are encouraged to file instrument flight plans during their solo cross countries. However, ASI VFR weather minimums must be maintained at all times.

IFR Weather Minimums

Flight Condition	Minimum Ceiling	Minimum Visibility
Departure	400ft. ceiling	1 statute miles visibility
En route	400ft. ceiling	1 statute miles visibility
Destination	400ft. ceiling	1 statute miles visibility

Note: No IFR training will be conducted if thunderstorms or icing conditions are present anywhere along the route of flight.

Surface Winds and Temperature Limitations

Flight Condition	Total Wind and Gust factor	Cross Wind Component
Dual	30 knots	Max demonstrated x-wind component of the aircraft to be flown
Solo (Private Pilots and above)	25 knots	Max demonstrated x-wind component of the aircraft to be flown
Solo (Student Pilots)	20 knots	Max demonstrated X-wind component of the aircraft to be flown or as restricted by CFI endorsement.

The maximum allowable wind for solo flights is **20** knots for student pilots and **25** knots for other solos. Students are not allowed to fly solo when the wind has a crosswind component in excess of the demonstrated crosswind component of the aircraft or as restricted by an instructor



endorsement for student pilots. Under all wind conditions, instructors will take into consideration the students experience and his/her capabilities before authorizing any solo flights.

Flight Condition	Max/Min Temperature	Notes
Max Temperature	100 F 38 C	Official temperature is obtained from an AWOS station. May be waived by the Chief Instructor under certain conditions.
Min Temperature	20 F -6 C	Official temperature is obtained from an AWOS station. May be waived by the Chief Instructor under certain conditions.

General Limitations

Touch and Go Landings

- “Touch-and-Go” landings are not allowed. This applies to all flight training, Dual or Solo, in Southeastern aircraft.
- Students are expected to come to a complete stop then configure the aircraft via the appropriate pre-takeoff check list before adding power for the subsequent departure. Otherwise, after considering the remaining runway available and traffic, a student may choose to exit the runway then “taxi back” for the next departure. Either way, “Touch-and-Go” landings are not allowed in university aircraft.

Night Flight

- Please use NOAA <https://www.esrl.noaa.gov/gmd/grad/solcalc/sunrise.html> to determine official sunrise and sunset times for operation of Nav lights and night flight logging.
- Students and Instructors should ensure that all lights are operating properly including internal panel lighting.
- The student and the instructor should each have flashlights capability with them with a preference toward a light with red or green lens capability.
- Solo night flights will only be conducted during designated evenings. All solo night flying is accomplished in the traffic patterns at Eaker Field, Grayson County and Ardmore Municipal unless prior authorization has been received from the Chief Flight Instructor.
- **Flight plans must be filed and activated for all flights to and from Ardmore Municipal.**
- Formation flying and any other operations that compromise safety during night flight are prohibited and are grounds for suspension.



- Lake Texoma Airport is off limits to night flights.

Other Limitations

- Flights Over Durant- Flights over the town of Durant, except those required for immediate departures from the traffic pattern, are prohibited.
- Riders on Board- The ASI strictly forbids students from taking unapproved passengers on training flights. Students who take passengers, other than their flight instructor, will be removed from the program.
- Cedar Mills is off limits to all solo students.
- Operations into Lake Texoma airport must be limited to DAY VFR/DUAL flights. Pay special attention to density altitude and aircraft performance limitations while operating at Lake Texoma.

Aircraft Documents and Flight Reference Charts

Note: All flights dispatched must adhere to the policies of 14 CFR 91.103 Pilot Preflight Action

- Students will not remove any required documents from any aircraft unless authorized by a staff flight instructor or directed to do so by an authorized representative from the FAA.
- Aircraft and engine logbooks and original weight and balance papers are on file in the ASI Maintenance Department. Only those persons authorized to do so may remove these documents.
- Students must always have current sectional charts and flight reference information.
- Instructors are allowed to use electronic charts such as Foreflight as long as the databases and subscriptions are current.

Starting Procedures

- All students, instructors, and staff **MUST** use the approved checklist for the aircraft they are flying.
- Before each and every flight you will make a complete and thorough preflight inspection of the aircraft.
- If you experience difficulty in starting the aircraft (maximum should be 15 seconds per each starter cycle and after 3 attempts, allow the starter 15 minutes to cool) discontinue the starting attempt, shut the aircraft down using the appropriate checklist, and see your instructor or a line-crew member for help.



- Make sure the aircraft is positioned in such a way so as not to blast other aircraft, persons on the ramp, or the maintenance hangar. If necessary, reposition the aircraft before starting using the tow bar provided. All aircraft should be positioned parallel to taxi lines before start up and shut down.
- Airplanes should be pulled out and away from their tie-down spot before starting.
-

Taxiing

- Taxiing should be slow (brisk walk or less than 10 knots) and be appropriate to the wind and runway conditions. Common sense and courtesy should prevail. Should another aircraft be encountered, move to the right of the taxiway to allow room to pass.
- Taxiing should be accomplished with 1000 RPM or less and the proper crosswind taxi technique should always be used.
- Do not Taxi your aircraft in or out of the T-Hangars.
- Airplanes should be shut down before crossing the red lines at the fuel pumps, the entrance to the maintenance hangar and T-hangar.

Discrepancies and Squawks

- If during the pre-flight inspection or during the flight itself, you encounter a condition which may render the aircraft un-airworthy, discontinue the flight and report the issue to the appropriate personnel.
- Students and instructors should perform a post flight walk-around inspection to determine if any discrepancy has developed during the flight
- All aircraft squawks, regardless of severity, must be noted on the appropriate Squawk sheet in the Dispatch area. Squawks should also be verbally reported to dispatch or maintenance personnel. Ask for assistance if needed.
- In all cases, aircraft may not be dispatched and should be considered grounded until all “open squawks” are cleared by our Head of Maintenance or his designated assistant.
- In certain cases, some discrepancies may be deferred by maintenance and the aircraft released for flight if it is determined that flight can be made safely and the equipment is not required by 14 CFR 91.205 or other documentation provided by the manufacturer. In these cases, placards must be used to indicate inoperative equipment and logbook entries must be made in accordance with FAA regulations.

Fuel Reserves

Fuel reserves represent the amount of fuel beyond what is forecast to be required for the planned flight. The following reserves are required for each flight:



Flight Condition	Fuel Reserve
Solo.....	One-hour reserve (1:00)
Dual... (VFR Day or night).	Forty-Five minutes reserve (0:45)
Solo Cross-Country	One-hour reserve (1:00)
IFR Flight.....	One-hour reserve (1:00)

Cross country flights must depart KDUA with full tanks or the maximum fuel allowed after considering weight and balance limitations.

Off Limits Areas

The flight line office (in the dispatch area) and behind the dispatch desk is OFF LIMITS to all students. When transiting through the maintenance hangar all students must remain within the designated walkway indicated by the red line.

Minimum Altitudes

- 1,200ft MSL is the minimum altitude designated for Southeastern’s practice areas. Additionally, minimum altitudes set forth in FARs will be complied with at all times. Stalls will not be initiated at less than 3,000 ft MSL.
- During MEL training, engines will not be feathered unless within gliding distances of the airport and above 3,000ft AGL. Furthermore, only throttles should be used to simulate engine failures while below 3,000ft AGL.
- Discontinue all practice forced landings above 500ft AGL.

Collision Avoidance

- Be alert for other aircraft at all times, even under ideal weather conditions. It is your responsibility to constantly be on the watch for other aircraft.
- Always scan the approach area for possible traffic before taking the active runway. Clear the left and right before making any turns. Make 90 degrees clearing turns both left and right before commencing any training maneuver.
- Anti-collision lights will be on anytime the aircraft is in operation. Landing lights are to be on while operating within 5 miles of any airport.
- Any near miss, accident, or incident will be reported to your flight instructor and to the Chief Flight Instructor immediately.



Cross Country Flights

Note: All flights dispatched must adhere to the policies of 14 CFR 91.103 Pilot Preflight Action

Destination airports must have a runway that is paved and at least 3000'X50'. Students are expected to research airport conditions and reasonable fuel prices as part of their cross-country planning.

- Flight plans will be filed and activated for all cross-country flights.
- All solo cross-country flights must be back on the ground 1 hour before official (apparent) sunset. Use NOAA <https://www.esrl.noaa.gov/gmd/grad/solcalc/sunrise.html>
- No solo cross-country flight will be undertaken unless the cross-country portion of the dispatch form has been completed by the student and then endorsed by a staff flight instructor.

Unscheduled Landings (Landing at an airport other than the planned or intended destination)

- Should an unscheduled landing become necessary for any reason, the student will contact the flight department before proceeding at the following number. **(580) 745-3271**.
- Should an emergency landing occur, notify the flight department for further instructions. Under no circumstances will a student attempt to takeoff after an unscheduled landing.
- Contact the flight department should it become necessary to cancel or delay a flight at any point during the flight.
- If a student has an open FAA flight plan, they should contact Flight Service Station at (800) 992-7433 and report their condition so search and rescue is not initiated unnecessarily.

Securing Aircraft

The aircraft will be secured after each flight. The key will then be returned to the line office. Post flight inspections are required after every flight. If the aircraft requires fueling (less than half tanks) the aircraft will be parked at the pumps with the gust lock installed, the aircraft chocked, and the line crew advised as to the need for fuel.

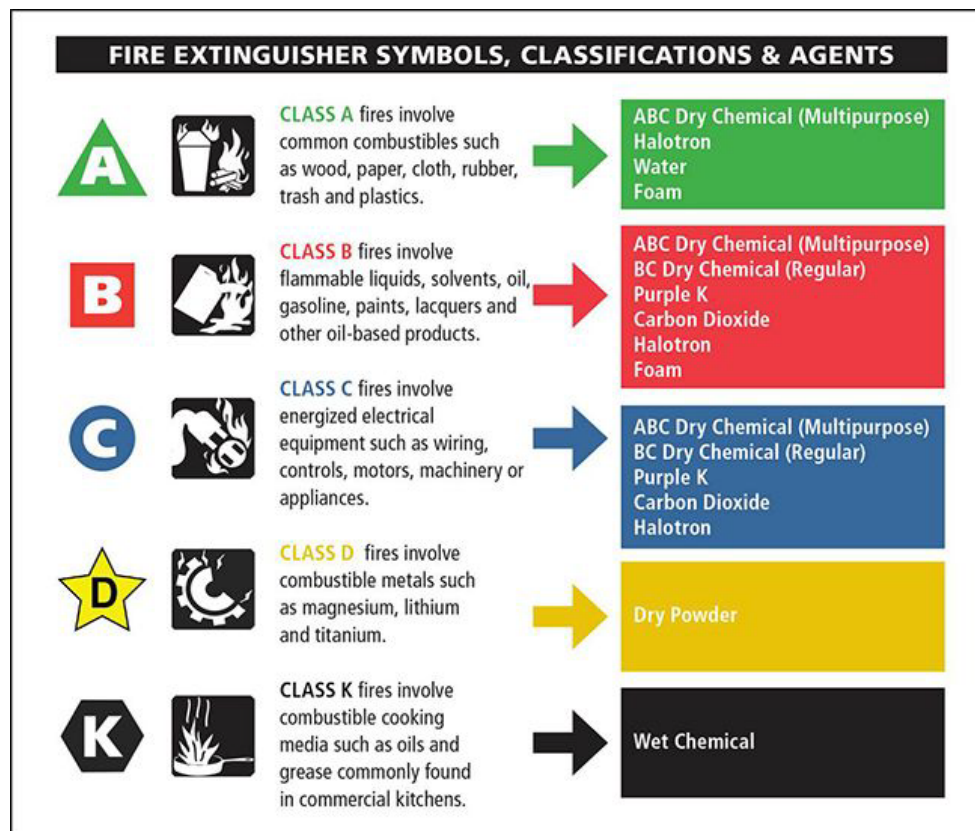
Aircraft are not to be driven into parking spots. If help is needed to move or park an aircraft the line crew will assist. Use a tow-bar to maneuver the aircraft if necessary. Never move an airplane by pushing down on the tail.

The following applies when securing aircraft at all airports:

1. Gust lock installed
2. Chocks installed
3. Tie-downs used if available
4. Park into the wind if possible
5. Lock aircraft
6. Pitot cover installed
7. Post flight walk-around inspection

Fire Precautions and Procedures

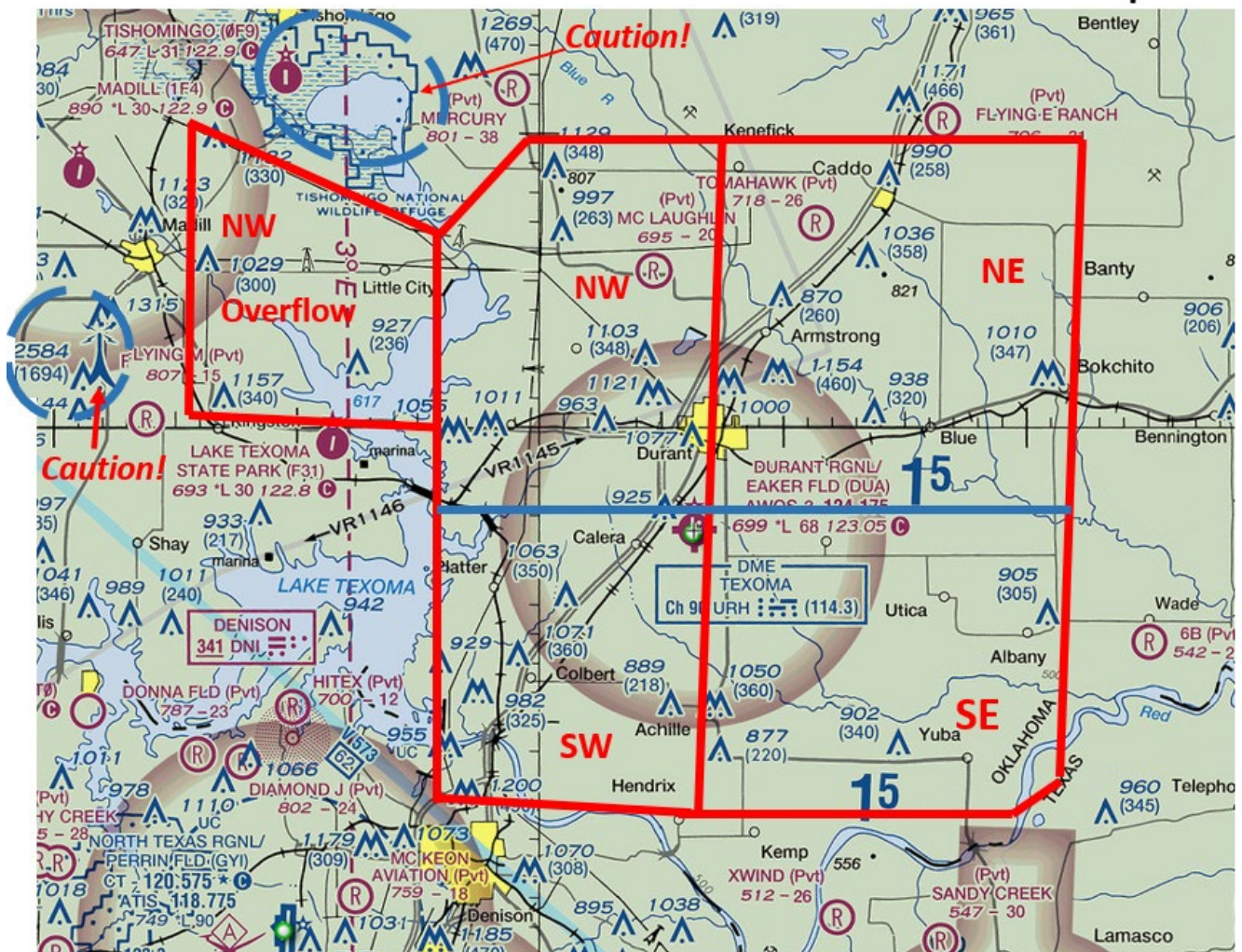
Before you solo in any aircraft your flight instructor will instruct you in the precautions against ground and in-flight fires and the procedures to be taken should a fire occur either on the ground or in flight. These procedures will coincide with those procedures outlined in the emergency section of the Operators Manual.



Practice Areas

- You should be familiar with the location and boundaries of all practice areas.
- Practice areas must be designated for all local training flights. Indicate your practice area by marking it on the magnetic board located next to the dispatch area.
- Before you are allowed to take an aircraft solo you will be briefed by your instructor regarding the location and limits of the practice area. The instructor will assign the practice area to be used.

Southeastern Aviation Practice Area Map



ASI Practice Areas



Southwest Practice Area:

Is bordered on the east by highway 69/75 from Durant to the Red River, on the west by Lake Texoma, and on the North by a line perpendicular to Runway 17/35 from Lake Texoma to Durant

Southeast Practice Area:

Is bordered on the east by the Bokchito - Yuba highway, extends down across the Red River to just east of Ravenna in Texas, on the South by highway 273 from Ravenna to Denison, Texas, On the West by highway 69/75 from Denison to Durant, and on North by a line perpendicular to Runway 17/35 from Durant to Bokchito.

Northwest Practice Area is bordered on the east by highway 69/75 from Durant to Caddo, on the South by a line perpendicular to Runway 17/35 from Lake Texoma to Durant, on the West by Lake Texoma, on the North by Highway 22 from Lake Texoma to Caddo.

Northeast Practice Area is bordered on the West by highway 69/75 from Durant to Tushka, on the South by a line perpendicular to Runway 17/35 from Durant, on the North by a line from Tushka to Lane, on the East by a line from Lane to Bennington.

Northwest Overflow Practice Area: (See Below)

Is bordered to the east by the west shore of Lake Texoma and on the south by a line parallel to HW 70. The west border is defined by a line perpendicular to HW 70 that remains east of the City of Madill. The north border remains south of the Tishomingo National Wildlife Refuge.

Students and instructors should take precautions to avoid the Tishomingo National Wildlife Refuge, the City of Madil, and the "Kingston Tower," with an elevation of 2,548 MSL.

Traffic Pattern Procedures

Preferred Entry When Crossing Over Midfield



Guidelines from the *Aeronautical Information Manual* and further described in *FAA AC 90-66C* should always be used while operating in the vicinity of ANY traffic pattern unless otherwise noted. These include the following:

- Enter pattern in level flight, abeam the midpoint of the runway, at pattern altitude. (1,000' AGL)
- Maintain pattern altitude until abeam approach end of the landing runway on downwind leg.
- Complete turn to final at least $\frac{1}{4}$ mile from the runway.
- While departing, continue ahead until beyond departure end of the runway.
- If remaining in the traffic pattern, commence turn to crosswind leg beyond the departure end of the runway within 300 feet of pattern altitude.
- If departing, continue straight out, or exit with a 45-degree turn to the left; beyond the departure end of the runway, after reaching pattern altitude.
- Use the radio communication procedures appropriate for the type of airport from which you are operating.
- Additionally, the traffic pattern should always be entered from a 45-degree angle to downwind. If approaching from the opposite direction, cross Eaker Field at 2,700' MSL then enter the pattern from a 45-degree angle.

Appropriate Dress



- Wear clothes that are comfortable and appropriate for the season. During winter months, consider bringing a hat, gloves and other warm clothing in case of an off-airport landing. This is especially important for cross-country training.
- Students may not fly with open-toe shoes. **(e.g. Sandals and flip-flops)**

Grass Strip Training at Cedar Mills (3T0)

Cedar Mills Airport, a public use airfield located 3 miles north of Gordonville, Texas, is the only grass strip approved for student training. Staff instructors should become familiar with all available pertinent information before using the grass strip for student training. This information includes but is not limited to current runway conditions, weather conditions, and obstruction information. Pay special attention to runway conditions after periods of recent precipitation and prevailing crosswinds.

Additional information can be found at <http://www.airnav.com/airport/3T0> .

Suspension or Termination

See Appendix 2 Professional Pilot Student Review Process for information concerning a student's termination of suspension from the flight training program.

Photography and Video Recording Equipment in the Airplane

The use of photography and video recording equipment such as GoPros during training flights may only be authorized via permission from the Chief Flight Instructor.

Special Charges

Students should anticipate special fees for end of course exams (EOCs) as well as practical exams given by FAA Designated Pilot Examiners. End-of-Course exams are lessons associated with the ASI's approved curriculum with designated self-examining authority and are conducted internally. Therefore, students may use their flight account for payment.

Students should expect to pay a Designated Pilot Examiner out of pocket for those courses that are not authorized for self-examining authority. ASI staff will help students schedule their practical exams with a DPE of their choosing.

EOCs with Self-Examining Authority



-
- Private Pilot, Part 141
 - Instrument Rating, Part 141
 - Commercial Pilot, Part 141
 - Multi Engine Rating, Part 141.

Practical Exams with a DPE

- All Part 61 exams
- Flight Instructor
- Instrument Flight Instructor



Appendix 1 Frasca RTD FAA Letter of Authorization (LOA)



U.S. Department
of Transportation
**Federal Aviation
Administration**

Aviation Safety

800 Independence Ave., SW
Washington DC 20591

June 22, 2020

Mr. John Frasca
President
Frasca International, Inc.
906 Airport Road
Urbana, IL 61802-7375

Dear Mr. Frasca:

The Federal Aviation Administration (FAA) last qualified and approved your airplane Frasca International, Inc. model Reconfigurable Training Device (RTD) as an Advanced Aviation Training Device (AATD) on September 24, 2019 in accordance with Title 14 of the Code of Federal Regulations (14 CFR) 61.4(c).

Review of the revised Qualification and Approval Guide (QAG) version B dated March 6, 2020 validates the current standards and criteria for approval as provided in Advisory Circular (AC) 61-136, *FAA Approval of Aviation Training Devices and Their Use for Training and Experience*. The Frasca International, Inc. model Reconfigurable Training Device (RTD) airplane AATD is approved for use in satisfying the following sections of parts 61 and 141:

**Frasca International, Inc. model Reconfigurable Training Device (RTD)
Airplane Single Engine and Multiengine Land
Advanced Aviation Training Device (AATD)**

- § 61.51(b)(3) – Logbook entries;
- § 61.51 (h) – Logging training time;
- § 61.57(c) – Instrument experience;
- § 61.57(d)(1) – Instrument proficiency check, per the Instrument ACS;
- § 61.65(i) – Instrument rating; up to 20 hours;
- § 61.109(k)(1) – Private Pilot Certificate aeronautical experience: up to 2.5 hours;
- § 61.129(i)(1)(i) – Commercial Pilot Certificate: up to 50 hours;
- § 61.159(a)(4)(i) – Airline Transport Pilot Certificate: up to 25 hours; and
- § 141.41(b) – Approved for use under the part 141 appendices as follows:
 - *Appendix B* – Up to 15% toward the total Private Pilot training time requirements;
 - *Appendix C* – Up to 40% toward the total Instrument training time requirements;
 - *Appendix D* – Up to 20% toward the total Commercial Pilot training time requirements;

- *Appendix E* – Up to 25% toward the total Airline Transport Pilot training time requirements;
- *Appendix F* – Up to 5% toward the total Flight Instructor training time requirements;
- *Appendix G* – Up to 5% toward the total Flight Instructor Instrument training time requirements;
- *Appendix I, Private Pilot adding Airplane Category and Single Engine or Multiengine Class Rating Course* – Up to 3 hours toward the total training time requirements;
- *Appendix I, Commercial Pilot adding Airplane Category and Single Engine or Multiengine Class Rating Course* – Up to 11 hours toward the total training time requirements;
- *Appendix I, Airline Transport Pilot adding Airplane Category and Single Engine or Multiengine Class Rating Course* – Up to 6.25 hours toward the total training time requirements; and
- *Appendix M, Combined Private Pilot Airplane Certification and Instrument Rating* – Up to 25% toward the total training time requirements

Note: Minimum training or experience requirements for cross country, night, solo, takeoffs and landings, and the 3 hours of training with an authorized instructor in preparation for the practical test within the preceding 2 calendar months from the month of the test must be accomplished in an aircraft. Private Pilot Airplane applicants must also accomplish the minimum requirement for 3 hours of control and maneuvering of an airplane solely by reference to instruments specified in § 61.109 in an airplane. Additionally, no portion of the practical test or type specific training credit can be conducted in an AATD.

This approval is contingent upon the following conditions and limitations:

- 1) This AATD must maintain its performance and function without degradation. The minimum instrument requirements specified under § 91.205 for day visual flight rules (VFR) and instrument flight rules (IFR) must be functional during the training session;
- 2) Only the aircraft make/model and configurations that are in the approved QAG can be utilized. A copy of the FAA approved QAG detailing the approved makes, models, and configurations must be provided to the operator and be readily available when the AATD is in use;
- 3) A copy of this letter of authorization (LOA) must be readily available in a location near the device when in use. Additionally, a copy must be provided to the person using the above credits for pilot certification or ratings;
- 4) When used for instructional purposes, only an appropriately qualified FAA-certificated flight instructor may make any subsequent endorsements and/or pilot logbook entries. Pilot time in an ATD may be logged as instruction received, instrument time, or total time only. See FAA airman application 8710-1;



- 5) Any changes or modifications to this AATD which have not been individually reviewed, evaluated, and approved in writing by the General Aviation and Commercial Division will terminate this LOA; and
- 6) The FAA reserves the right to withdraw this LOA at any time if the Administrator determines that this AATD has been used in a manner contrary to the conditions and limitations described within this LOA, FAA regulation, guidance, or safety.

This approval is valid for sixty (60) calendar months from the date of this letter. Any requests for a new LOA should be made in writing to The General Aviation and Commercial Division at least 90 days in advance of expiration. The General Aviation and Commercial Division may require a review of the QAG, an on-site functional evaluation, and verification of all the AATD requirements as described in FAA Order 8900.1 Volume 11, Chapter 10, Section 1, *Approval, Oversight, and Authorized Use Under 14 CFR Parts 61 and 141* before a new LOA is issued.

This approval expires on June 30, 2025.

The enclosed signed QAG is approved and a copy of this letter is retained in our files.

Sincerely,

**HELEN D
KNIGHT**

Digitally signed by HELEN D
KNIGHT
Date: 2020.08.10 10:35:43
-05'00'

Helen D. Knight
Assistant Manager, Airman Training and Certification Branch
General Aviation and Commercial Division



Appendix 2 Professional Pilot Student Review Process

Professional Pilot Student Review Process

There are times when it becomes necessary to review a Professional Pilot major's suitability or probability of successful program completion. The intent of the Professional Pilot Review Process is to offer a student corrective measures, or when necessary, issue sanctions or provide a path for termination from the flight training program. It is important to understand that dismissal from the Professional Pilot program does not mean dismissal from the university. The review process is only meant to determine a student's status within the program. However, there may be situations where the conduct that resulted in dismissal from the program would be referred to the office of Student Affairs. In all cases, aviation students are subject to the University's Code of Student Conduct as well as the Aviation Sciences Institute's Standard Operating Procedures (SOP) manual.

The review process will be initiated for the following reasons:

- A. Flight Training Review: Demonstrated lack of aptitude**
- B. Administrative Review: Academic concerns**
- C. Administrative Review: Insufficient motivation, accountability, or enthusiasm**
- D. Administrative Review: Other issues**

The review process is generally initiated and directed by the Chief Flight Instructor. However, in some circumstances, the Chief Flight Instructor may delegate this responsibility to an Assistant Chief or Lead Flight Instructor.

A. Flight Training Review: Demonstrated Lack of Aptitude in Flight Training

The review process may be initiated after concerns regarding a student's aptitude or potential for successful completion of the Professional Pilot degree program. Triggers include but are not limited to the following:

- Failure to solo after 25 hours
- Except for Private Stage 1, exceeding stage check minimums by 100% of those required by the approved syllabus.
- Two consecutive unsatisfactory attempts at a stage check.
- Lack of Progress. The expectation is for a student to complete at least one stage of training per semester and to maintain systematic progress in their flight training. *See "Maintaining your Part 141 Enrollment," ASI Standard Operating Procedures Manual*
- Failure to graduate from an approved flight training course within the 2 semesters following the ground school.
- Three or more consecutive unsatisfactory flight training lessons.



B. Administrative Review: Academic Concerns

The review process may be initiated if a student demonstrates poor or unsatisfactory performance within the academic portion of the Professional Pilot Degree program. Triggers include but are not limited to the following:

- Failure to maintain attendance and other standards as required by 14 CFR Part 141. *See “Attendance Ground School,” ASI Standard Operating Procedures Manual*
- Two consecutive unsatisfactory attempts at a required FAA Airman Knowledge Test.
- Failure to maintain a 2.5 GPA, as required by the academic catalog, within the AVIA courses required by the Professional Pilot degree program.
- Failure to complete FAA knowledge exams soon after the corresponding ground school. *See “Maintaining your Part Enrollment,” ASI Standard Operating Procedures Manual*

C. Administrative Review: Lack of Motivation, Accountability, or Enthusiasm.

The review process may be initiated when a student demonstrates a lack of motivation, accountability, or enthusiasm that brings into question their ability to complete the 4-year degree program within a reasonable timeframe. As stated in this SOP document, “students who do not maintain systematic progress in their flight training and who do not meet required benchmarks can expect substantial delays in their anticipated 4-year graduation time and possible termination from the Part 141 curriculum.” Triggers include but are not limited to the following:

- Excessive non-excused no-shows, three or more within a semester, and student cancelations. *See “Student Cancelations and No-Shows,” ASI Standard Operating Procedures Manual*
- Failure to be available for at least three flight training sessions a week, including weekends. *See “Flight Scheduling,” ASI Standard Operating Procedures Manual*
- Excessive Inactive Holds. *See “Flight Training Attendance,” ASI Standard Operating Procedures Manual*

D. Administrative Review: Other Issues

The review process may be initiated as a result of any behavior determined to be detrimental or counter to those expectations of a Professional Pilot or an ASI aviation major. Triggers include but are not limited to:

- Substance abuse
- Incidents or accidents
- Violation of Federal Aviation Regulations, Aviation SOP, or University policy
- Violation of any Federal or State laws, including but not limited to offenses involving alcohol or drugs, per 14 CFR Part 61.15, 61.16, and 91.17.



Aviation Review Board and a student's right to appeal.

A student may appeal the Chief Flight Instructor's decision to terminate training or render other sanctions during the review process. In such cases, the appeal is made to the **ASI Director** who must in turn, convene an **Aviation Review Board** to adjudicate the student's appeal. The review board will consist of at least one Senior or Assistant Chief Flight Instructor, one ASI faculty member, and one ASI flight student who is at least a commercial pilot. The ASI director, after appointing the Chair and other members, may participate as a non-voting member of the committee only. Additionally, the ASI Director will make every attempt to schedule the appeal hearing within a reasonable timeframe.

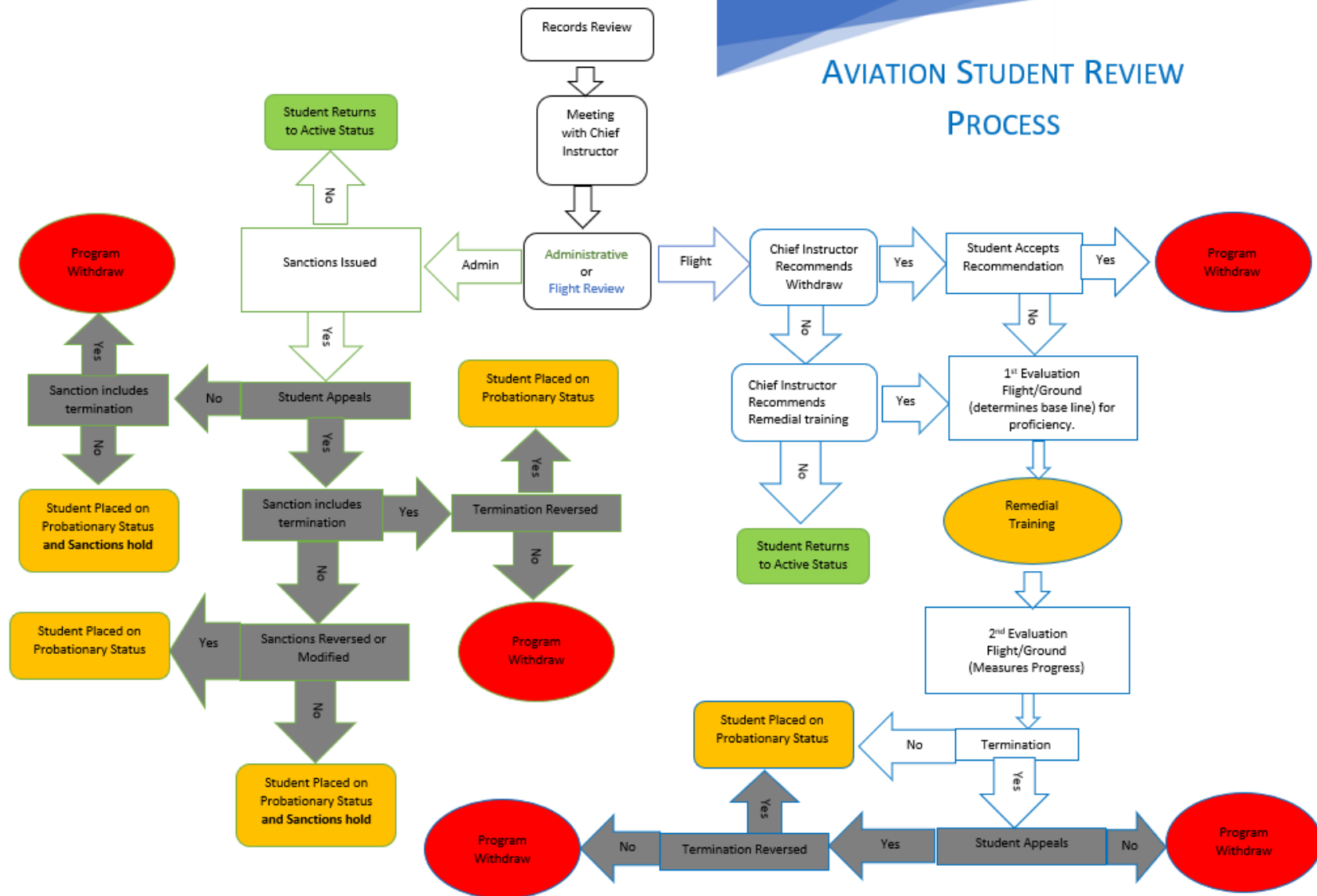
The Aviation Review Board's mission is that of a recommending body to the ASI Director. After considering information from the Chief Flight Instructor and the student, **the Board's recommendation must be to affirm, modify, or reverse the Chief Flight Instructor's sanctions.** In all cases, students who succeed in their appeal will only be allowed to continue their flight training under a *Probationary Training Status*.

The ASI Director, especially in cases pertaining to safety, may use discretion and elect to go against the Aviation Review Board's recommendation to affirm, modify, or reverse the Chief Flight Instructor's sanctions, only if prudence dictates this is necessary for the betterment and safety of the student, the ASI and the university, or the aviation profession. In all cases, the ASI Director will work to maintain the integrity of the Professional Pilot program while balancing the needs and rights of our students.

Probationary Training Status.

Flight students are classified as Active status, Inactive Hold status, or Probationary Training status. Students who are allowed to return to flight training after their appeal to the Aviation Review Board will be placed on Probationary Training status, during which time the student's training and progress will be closely monitored and measured against established benchmarks and ASI SOP. The student will remain on Probationary Training status until successful completion of their current course of training and the end of the academic semester. Any additional issues, such as those that led to the original sanctions, will result in further sanctions, including, but not limited to, administrative withdraw from the degree program. Furthermore, students who are placed on Probationary Training status may not appeal to the ASI Director a second time.

AVIATION STUDENT REVIEW PROCESS





**Southeastern Oklahoma
State University**

