



Student Handbook



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Introduction

Welcome to the USU Aviation Technology-Professional Pilot Program. We hope you will find your experiences in this program to be exciting and motivating as you prepare for a career in aviation. This manual is designed and directed specifically to you, the student. The flight training program at Utah State University must adhere not only to all university policies, but also to the Federal Aviation Regulations, aircraft and airport policies, and very specific training curricula. This manual will help guide you through the various levels and stages of your preparation for your future career as a professional pilot. We know that you and your classmates want the highest level of training possible and that means that you will also be held to high standards in return. We look forward to working with you as you pursue a very challenging and rewarding career in aviation.

Student Conduct

All pilots (Students, Instructors, and Examiners) of USU aircraft are subject to the following rules. These rules echo those found at both the university and the FAA.

Notification and Communication

Communication is the key for any professional entity. We expect that you will be in communication with your instructor, dispatch, or management any time things are not going as planned. This includes length of cross country to unavailability to fly due to any sort of reason. We want you to succeed, and if we are not in the know, we cannot help. Similarly, it is the responsibility of any USU pilot to notify management any time there has been a deviation or violation of the Federal Aviation Regulations. If you receive an FAA, Tower, or Controller phone number to call at ANY time while in a USU aircraft, it is your required obligation to notify USU management. The FAA will ask us about any deviations, the more we know the better we can prepare for BOTH of our meetings with the FAA. Failure to do notify management could lead to unwanted reports and/or actions.

Honesty and Integrity

True professionals are perfectly honest with themselves and with others. Failure to acknowledge a breakdown or defect, failure to report an infringement, failure to abide by rules or required procedures, all have a damaging effect on safety. Students are expected to comply whole-heartedly with federal, state, and local laws, and with regulations and policies of USU. Violations of traffic or criminal laws, Federal Aviation Administration (FAA) regulations, or ethical infractions can result in removal from the Aviation Programs. Cheating on tests or assignments will not be tolerated. Aviation safety begins with strict adherence to an inclusive and complex body of rules and regulations. Any deviation from these rules and regulations threaten human life. Any student conduct or behavior that is considered detrimental to flight safety will be deliberated over by the aviation program faculty as grounds for dismissal.



Ethical Conduct

Conduct or spoken remarks that are derogatory, degrading, disrespectful, or otherwise inappropriate with respect to race, color, gender, ethnicity, national origin, citizenship, sexual preference or identity, religion, physical appearance, or other matters of personal identity or values, or the use of offensive language, will not be tolerated. It will be considered as harassment and grounds for dismissal. Individuals from all races, genders, and ethnic backgrounds are represented among our students and are some of the best pilots and aviation professionals in the industry. Disrespect of this kind is considered a symptom of profound ignorance, and to create a hostile, non-collaborative environment that detracts from learning and from safety.

All students should review the following web sites for policy information concerning student conduct, Academic Integrity, Student Code of Conduct, and additional assistance in other related areas.

<https://studentconduct.usu.edu/>

Students are advised that known illegal use/arrest for alcohol and drug offenses will be grounds for suspension from the program pending a formal investigation. We follow the USU Alcohol Policy – “No Alcohol at any time or anywhere on campus (this includes the airport). Legal and responsible drinking off campus. No illegal drugs.”

USU reserves the right to have pilots preform random drug screening.

Disciplinary Actions

All pilots that utilize USU aircraft will be under the same scrutiny. We find that by keeping the “bar raised, we all benefit from the results. Any actions that may come down from failure to hold high moral and academic standards will be dealt with legally first, Federal actions (FAA) second, and then finally dealt with on a program level. Conviction by the judicial system or suspension from the FAA for either medical or license may disqualify them from further participation in the Aviation Program at Utah State University. Since each case is different, the severity of the incident will be considered as decisions are made.

Here is a list of items we would prefer never to deal with again- cheating on an FAA test, Minor in possession of alcohol or illegal drugs, DUI, DWI, falsification of pilot logbook, etc. Poor choices such as these should be self-reported and that will be taken in consideration if disciplinary actions are taken. Any violation of the Student Code of Conduct will result in notification of the flight department. These infractions are taken very seriously, poor decision making skills, anti-authority attitudes, and impulsivity are traits not in line with professionalism nor the aviation industry as a whole.

Continued participation in the program, rulings dependent, might require counseling and the formation of a support group to both enhance safety and help you become the pilot you desire to be. Much is required of our USU flight instructors. Should actions need to be taken to correct deviant behavior the steps are as follow: Letter of reprimand in job record and counseling. (If that fixes the issues then the counseling worked). Second



deviation, first letter goes permanent and second item added to it. Third time termination of employment.

This is the course of action set in place. If it is a severe issue, management may terminate at the first issue.

Academic Advisor

As a new flight student, you should arrange an appointment with your Academic Advisor, Kaylee Roholt Kaylee.roholt@usu.edu. To schedule your appointment call (435)797-2282.

From time to time, changes occur in the program and your advisor can keep you informed of any changes. By far, the greatest cause of student problems in the program is failure to stay in communication with your academic advisor. It is essential that you talk with your advisor once a semester to keep you on track. Always ask your advisor before you make any changes to your course of study!

Student Pilot Certificate

A person may apply for a student pilot certificate with one of the following authorized individuals: a CFI, a DPE, through an FAA ASI or AST, or with an Airman Certification Representative (ACR) associated with a 14 CFR part 141 pilot school. All student pilot certificates will be issued by the Civil Aviation Registry (AFS-700) on a high quality plastic card stock containing tamper- and counterfeit-resistant features. Once a student pilot certificate has been issued, the pilot must hold a current medical certificate while exercising solo privileges in an airplane, rotorcraft, powered-lift, or airship. Sport, glider and balloon student pilots are not required to hold a medical certificate (refer to § 61.23(b)(3)).

If you plan to attend Utah State University you will need to make an appointment with a CFI to submit your student pilot application. You will need to submit your student pilot application at least 6 weeks prior to beginning flight training. To make an appointment with a USU CFI please call USU Dispatch at 435-797-7897.

If an appointment with a Utah State University representative is not feasible you will need to make an appointment with: a CFI, a DPE, or an FAA ASI or AST in your local area to submit your student pilot certificate application at least 6 weeks prior to starting ground school.

NOTE: An email will be sent to you with an attached Temporary Airman Certificate. It will be issued for use while waiting for the permanent certificate to be received. The permanent certificate must be in the pilot's possession to exercise solo privileges. For further information please contact us at 435-797-7897



Medical Certificate

In accordance with the Code of Federal Regulations Title 14, Part 61.3(c), all Professional Pilot students are required to obtain an FAA Medical Certificate. There are three classes of medicals: First Class, Second Class, and Third Class. Although only a Third Class medical is required for student pilot operations at Utah State University, it is highly recommended that a student obtain a First Class certificate to ensure no medical conditions exist which would disqualify him/her from obtaining one at a later date. **Many pilot jobs require a current First Class Medical.**

A Medical must be on record at the airport before the add/drop date of that current semester. Bring to Student Services at the airport – it will be uploaded to the student's Talon flight account and a copy will be made for the student's file.

A medical certificate may be obtained from a certified Aviation Medical Examiner (AME). The cost varies according to the examiner and the type of physical sought (First, Second, or Third); the cost is approximately \$80-\$130. To locate an AME, please visit <http://www.flightphysical.com>. Details of each medical class requirements and durations are explained in CFR Title 14, Part 67. Please contact Flight Operations at (435) 797-7897 with additional questions.

First and Second Class Medicals are good for one year from date of issue, but will continue as a Third Class Medical for four more years. A Third Class Medical is good for five years from date of issue.

TSA Documentation

U.S. Citizens:

Students will be required to show a government-issued picture ID and proof of U.S. citizenship to USU Flight Operations. Student Services at the airport will upload these documents to the student's Talon flight account and make a copy for their file. These documents will remain on file for a period of five years upon completion or withdrawal of training. Acceptable documents to verify U.S. citizenship include:

- A Current U.S. Passport* OR
- A Current Driver's License AND
- An original, "Raised Seal" Birth Certificate (photocopies not accepted)
- OR
- An original "raised Seal" Certificate of Naturalization (photocopies not accepted)

*If a passport is submitted and it will expire before the completion of training, it is the student's responsibility to provide a new passport OR other acceptable documents.

Foreign Students:

Students will be required to show a passport*, F Type VISA* and an I-20 form from their



country to USU Flight Operations. Student Services at the airport will upload these documents to the student's Talon flight account and make a copy for their file. These documents will remain on file for a period of five years upon completion or withdrawal of training.

*If a passport or F Type VISA is submitted that will expire before the completion of training, it is the student's responsibility to provide new ones.

The Alien Flight Student Program (AFSP) is a mandatory process for foreign students who are seeking training at a flight school regulated by the FAA, (Public Law 108-176, Dec 12, 2003). Law prohibits flight schools from providing flight training to a foreign student unless the Secretary of Homeland Security first determines that the student does not pose a threat to aviation or national security. On September 20, 2004, the TSA issued an interim final rule establishing the AFSP. All students who cannot provide appropriate proof of U.S. citizenship **MUST** complete the AFSP process for all flight training where this approval is required. By legal mandate, USU may not provide certain flight training to any individual who cannot provide appropriate proof of U.S. citizenship until receiving TSA Clearance.

Follow the steps below:

- 1- Go online to <http://www.flightschoolcandidates.gov>
 - a. Scroll to FAQ on top of the homepage and read entire selection
 - b. Create a Valid User ID and Password- Click the CREATE NEW STUDENT ACCOUNT link near the top of the login page. Enter the appropriate information to create a new account. Once the account is created, the student will then receive an email with their assigned USER ID and PASSWORD. If a problem arises go to FAQ's again and scroll to applicable question.
- 2- The student will receive an email requesting \$130 to be submitted via AFSP website- Instructions to be found in the FAQ's.
- 3- Fingerprints: Once payment is received, the student will receive email instructions for obtaining fingerprints.
 - a. **DO NOT GET FINGERPRINTED PRIOR TO RECEIVING THESE INSTRUCTIONS AS THEY WILL NOT BE ACCEPTED.**
 - b. Student must schedule two fingerprinting sessions and this must be done with USU campus police.
- 4- Passport: When requested, the student must provide a copy which is:
 - Not grainy
 - Shows both eyes clearly
 - Not too light or dark when copied
 - All information on passport copy must be legible and visible
- 5- The Chief Flight Instructor will be informed of the student's request and its progress. He will be notified by TSA when their initial clearance has been awarded.



Flight Uniforms and Dress Code

All USU Flight Students are required to purchase and wear uniforms. Uniforms are as follows:

Pants: Semi-formal pants (no leggings or yoga pants) or semi-formal shorts (shorts must touch the top of the knee), clean and in good condition, no denim of any color.

Shoes: Closed toe and closed heel and low heel, no outrageous colors.

Hats: Optional but must not be offensive, distracting, or unprofessional in any way

Shirts: Blue oxford with approved USU Aviation insignia, tucked in!

-or- Blue knit shirt with approved USU Aviation insignia, tucked in!

OPTIONAL: Flight jackets with approved USU Aviation insignia are available.

Pants and shoes meeting appropriate standards will be purchased by the student at merchants of his/her choice.

Uniforms will be worn for all flight and ground training received at the Airport campus. The appropriate student uniform will also be worn during all solo operations and checkrides. You will NOT be checked-in for your training activity nor dispatched an aircraft without the appropriate uniform. If you are denied an operational check-in due to inappropriate uniform standards, you will be assessed a "NO-SHOW" fee.

Uniforms will be kept clean and in good condition at all times.

Purchasing Shirts and Jackets

Shirts are available at any time -- see Student Services at the airport to purchase.

Flight Jackets must be individually ordered. We place a group order **ONCE each SEMESTER DURING the FIRST WEEK of SCHOOL**. Order jackets online on our Aviation website at https://aste.usu.edu/aviation/current_students and click on the Uniforms tab at the top. Payment for the flight jackets will be made when they are picked up. WE ACCEPT CASH, CREDIT CARDS OR CHECKS. If you miss the semester order, you may contact Image Matters directly at 435-787-0557. If you have any questions, please contact Student Services at the airport.

Flight Course Fee

It is highly recommended that the entire flight fee is paid before beginning flight training. This will ensure the student will have the funds available in their Talon flight account to keep up with the pace of training. Flight lessons will be scheduled on a regular basis, and the student will be assessed a "no-show" fee for each session missed due to insufficient funds in their Talon flight account.

- Due to insurance requirements, a student **MUST BE REGISTERED** for a Flight Course **BEFORE** starting flight training.
- Flight course fees are automatically assessed to the student's Banner account when



they register for the corresponding AV course.

- All Financial Aid, Loans, 3rd Party and Veteran's payments will be applied to any unpaid flight course fees by the Registrar's Office.
- **Flight course fee payments are not accepted at the airport.** Payments are taken at the Registrar's Office, or online using the TouchNet™ system. Acceptable forms of payment are cash, check, or credit card (USU does **NOT** accept all credit cards).

If a student is unable to pay the entire flight course fee at one time, an installment plan is available. Keep in mind that having an installment plan set up will only keep the student in good standing financially with the university, and they will not be purged from their classes. The installment plan is **NOT A LINE OF CREDIT**, and until payments are made on the installment plan, the student will not have funds in their Talon flight account and will not be able to fly.

- **Aviation Installment Plan.** This installment plan **ONLY COVERS FLIGHT COURSE FEES.** There is no fee to set up the plan, and the flight course fee will be divided out equally over 8 payments. Regular monthly payments are required. There are no late fees for non-payment, but USU Student ID cards will stop working on campus if a payment is missed.
- **Tuition Installment Plan (TIP).** This installment plan **PAYS for TUITION and OTHER UNIVERSITY FEES.** A TIP includes tuition, all university fees, and flight course fees. There is a fee to set it up, late fees for non-payment, and it must be paid in full before the end of the semester.

The student can only have one installment plan set up per semester. They cannot have both an Aviation Installment Plan and a Tuition Installment Plan set up in the same semester.

Flight course fees are considered a fixed course fee. Meaning, the course fee pays for a specific number of ground and flight training hours that takes the average student to complete the course. The current fee schedule is available from the academic advisor. The fixed course fee does not guarantee that the student's individual progress will allow them to complete their training with the course fee. Students must meet the certification standards established by the FAA, so any overages due to unsatisfactory performance during flight or ground training will require additional funds to be paid by the student.

To pay for additional funding to complete a course, the student needs to contact Student Services at the airport. The amount needed to continue in the course will be posted to the student's Banner account as MFLT (miscellaneous flight) funds. Once that charge is paid at the Registrar's Office, or on TouchNet, the funds will be posted to the student's Talon flight account.



- Any unused **MFLT funds ARE REFUNDABLE**, as they are not considered course fees.

On the other hand, if the student completes a flight course and did not spend all of the flight course fee that was originally paid, **THERE WILL BE NO REFUND of REMAINING FEES, and they CANNOT BE USED for a FUTURE FLIGHT COURSE.** If the remaining funds are more than \$100, the student will have the option of flying and using these funds to gain additional flight experience and accumulate overall flight time. The student will have approximately 3 weeks to use these funds. When the additional flying is done, **THE STUDENT MUST CONTACT STUDENT SERVICES** at the airport. A grade will then be given, the course will be completed, and any remaining funds will be removed from the student's Talon flight account.

Attendance

Private, instrument, commercial, and flight instructor ground school classes are conducted under FAR Part 141. 100% attendance is mandatory and attendance records will be taken each class period. Missed classes **MUST** be made up with your flight instructor at current flight instructor rates. Each flight instructor will be provided with class syllabi and attendance records for each ground school course. So, if you miss a ground school session, contact your instructor and he or she will know the information to be covered.

Talon System- Operations, Scheduling, Etc.

Talon is the online Education and Training Administration (ETA) software that is used to track students' training and billing activity for pilot training. An account in Talon must be set up for each student before flight and/or ground training begins. Before an account is set up, the student must prepare and present the following to Student Services:

- Proof of U.S. citizenship or TSA clearance (see section on Transportation Security Administration (TSA) Clearance)
- TSA clearance documentation for foreign students must include a copy of their passport VISA, and a completed I-20 immigration form.
- Student Pilot Certificate – as required (see section on Student Pilot Certificate)
- FAA Medical – as required (see section on Medical Certificate Requirement)

An account will be set up for the student in Talon after they have presented these documents to Student Services. The student's username will be the first name period (.) and the entire last name in the form of: firstname.lastname, all in lowercase. The default password will be 'aggie', all in lowercase. The default PIN will be 'usu', all in lowercase. The student is strongly encouraged to change the password and pin to something more personal when they login to the system.

After the student has provided the required documentation to begin training, the Chief Flight Instructor will assign the student to a flight instructor. Scheduling flights must be arranged through the flight instructor. Dispatch can also schedule an activity if the flight



instructor is unavailable.

Each activity in Talon must be completed before leaving the airport. Activity completion requires a review of the content of the activity including the activity grade, flight time and ground time. The student will use their PIN on the final page of activity completion to confirm and agree to the entries and billing of each activity. Each dual activity will require the student's PIN and the instructor's PIN to complete it. If the activity is a solo activity, the student is able to authorize it and complete it using their USERNAME and PIN. Checkride activities will require the authorization of the PIC, who is the Designated Pilot Examiner (DPE) -- the student's PIN and the DPE's PIN are required for activity completion. All DPE's have the same PIN: 'Dpe1'. Authorize and complete checkride activities using the standard DPE PIN in conjunction with the student's PIN, where necessary.

Scheduling FAA Checkrides

Upon completion Private Pilot, Instrument, ME Commercial 3, Commercial SE add-on, and CFI, CFII, and MEI flight courses, the student will take a FAA Checkride. A Checkride Schedule Request will be submitted by your flight instructor to Megan Harris after the completion of stage 2. Megan will then contact available DPE's to schedule the Checkride. Scheduling of checkrides must go through the student's flight instructor. Students may not schedule their own checkrides! Your Checkride fee is included in your flight course fee. If you have exceeded the allotted flight course fee you will be responsible for the Checkride fee. This must be paid through MFLT, see above, and done prior to your Checkride.

Checkride Schedule Request will only be processed during business hours.

*Rotorcraft students please send your request to the Rotorcraft Chief.

Scheduling FAA Written Test

All written test are scheduled by appointment only! Your written test fee is included in your ground class fee. If you fail a written test and must retake it an additional fee will be assessed.

Cancellation Policy

To insure efficient use of instructor and aircraft availability, all ground and flight sessions must be canceled on ETA prior to **6:00 pm one day before** the scheduled session. Any sessions not canceled by this deadline will be billed to the student! If a student does not show up within **30 minutes** of his/her scheduled session, he/she will be billed a "No-Show" fee and the scheduled aircraft and/or instructor may be given to another student. The minimum billing for a "No-Show" will be 1 hour of scheduled aircraft time at the current aircraft rate and the total scheduled instructor time at the instruction rate associated with the type of instruction scheduled. At the discretion of USU Flight Operations, a "No-show"



billing can include any time, up to and including, the total time the student was scheduled for that aircraft and/or instructor. A “Late Cancel” will be considered any cancellation following the cancellation deadline. Any cancellations after the cancellation deadline

Flight Course Grading

Grades are issued in the semester they are enrolled into. All grades reflect the earned grade at the end of the associated semester. For example, if the checkride is scheduled, but not completed, the student will receive the appropriate grade for not completing the course.

If the student knows that they will not finish a flight course by the end of the semester, they **MUST complete an INCOMPLETE GRADE DOCUMENTATION FORM and MEET with the CHIEF FLIGHT INSTRUCTOR BEFORE FINALS WEEK** to discuss their plan to finish the course. This is the only way to receive an incomplete (IF) grade for the course. If the student fails to complete this process, they will be given an “F” for the course, and forfeit any remaining flight course fees. The Incomplete Grade Documentation Form can be found online as well as at the Dispatch Desk.

The Incomplete Grade Documentation Form will give the student an additional 12 months to complete the course. If the student does not complete the flight course during this time (I Period), an “F” grade will be given, remaining funds will be forfeited, and the student will have to re-register for the course at full cost and retake the entire course again.

For all flight courses that require a stage check to complete the course, the Stage Check Completed Form must be completed and turned into Student Services. This form is found online and at the Dispatch Desk.

Be sure all forms are filled in completely and have the required signatures.

This process must be completed prior to beginning your next flight training course or graduating.

As of Fall 2017, the following certificates and ratings are required for graduation;

- Fixed Wing: Private Pilot Certificate
- Instrument Rating
- Multi Engine Commercial Certificate
- Flight Instructor Rating
- Rotorcraft: Private Pilot Certificate
- Instrument Rating
- Commercial Pilot
- Certified Flight Instructor
- Certified Flight Instructor, Instrument



Standards of Progress

A Private Pilot candidate is expected to complete at least one stage every 60 days. Commercial Pilot candidates are expected to complete at least one stage every 120 days. Written stage exams must be taken and passed in compliance with the course syllabus and Training Course Outline. If you cannot maintain the minimum pace, you may be temporarily suspended from flight training. You will then need to start a new record and take an evaluation flight with the Chief Flight Instructor to determine how much of your previous flight time can be brought forward. **See your advisor and/or chief flight instructor early in the program if you might have a problem with the pace of instruction**

There are many aspects that can cause delay and can be accounted for as you start your training at USU. Some of the aspects are, new language, first time living on your own, first time at college, first time learning a physical skill, etc. These along with other factors could influence your progress.

In an effort to maximize your access to aircraft and instructors, we have put in place the following requirements. This by no means is enacted to punish those who are going through hard times. It is however, put in place so that you as the student can finish your training in the semester by having access to aircraft and instructors. You should know that you can reach out whenever, ask for help, and get assistance.

We have defined the terminology of failure to progress in our program as the following, keep in mind this is during the semester in which you have enrolled into the class or are working towards completing an incomplete grade:

- No scheduled flights in the preceding 4 consecutive weeks. (holidays will be excluded from this)
- Repeating a flight more than 5 times. (Language skills will be taken into consideration)
- More than 3 No-Shows during that training course.
- Failing to respond to instructors/administrative phone calls, texts, or emails within a period of 2 weeks' maximum.
- Failing a stage check 3 consecutive times.
- Not providing required documentation in a timely manner, such as Medicals, stage checks, Make and Model checkouts, etc.
- Scheduling and cancelling a flight (non-weather related cancel) more than 4 times.
- Failing to complete online ground lessons required for flight lessons
- Failing to complete any assignments from your flight instructor.

For the listed items or any additional aspects that may lead your CFI or management to believe that you are purposefully avoiding completing the course, you may be called to explain why it is happening and the plans you have to complete the course you have



enrolled into. See management if you have any additional questions.

Stage Exams and End of Course Exams

Although Stage Exams and End of Course Exams are available through the Jeppesen Online Course. The Stage Exams and End of Course Exams will only count towards training and be recorded in ETA when taken under the supervision of a current USU flight instructor or dispatcher. A screen shot of the results will need to be signed by the instructor or dispatcher who proctored the exam and uploaded in the ETA system for tracking. A flight instructor will review any incorrect answer with you prior to the appropriate stage check.

Stage Exams and End of Course Exams are to be closed book but the student may use an E6B and one piece of scratch paper provided by the test proctor.

Stage and End of Course Check

An oral component has been added to each stage check to more fully prepare each student for the practical exam. The Oral component of each stage check has been designed to allow the Chief, Assistant Chief or designated check instructor the opportunity to gauge the students understanding of subject areas appropriate to each stage of training. They also provide the student and opportunity to prepare for and understand what is expected of them during the oral portion of their practical exam. This oral component must be satisfactorily completed prior to completing the flight portion of the Stage Check or End of Course check.

University Drop Policy

Students may drop courses for a limited period of time during the semester. Below is a short summary of the university's drop policy – to see the complete Drop and Refund Policy, refer to the General Catalog. The times below are approximate-- **Please refer to the Registration Calendar found on the Registrar's website for SPECIFIC DATES each semester.**

- **During the first 20% (approximately the first three weeks)** of the semester, the student may drop a course without notation on their transcript and receive a full refund, minus the cost of any flights taken.
- **Between 20% and 60% (approximately the next six weeks)** of the semester, the student may drop a course, but will receive a "W" (withdrawal) on their transcript and no refund will be given. The student may submit a Request for Refund/Academic Record Adjustment/Late Drop to the Registrar's Office. The request must be accompanied by documentation proving extenuating circumstances out of the student's control. The Registrar's Office will determine the request on a case by case basis, for such reasons as medical, military, death, relocation, etc. If the refund is granted, the course fee refund will be for the flight



course fee paid, minus the cost of any flights taken.

- **After 60% of the semester**, withdrawing from courses is not permitted. However, if a Request for Refund/Academic Record Adjustment/Late Drop is submitted, the Registrar's Office will determine the request on a case by case basis with documentation of extenuating circumstances as above. If a "W" grade request is made, a \$20 fee will apply.

A student may not drop all his/her classes without an official withdrawal from the University.

If the student has not started a course by mid-term, they may be asked to drop the course. The student must not register for any flight courses if they know they will not be able to start it in that semester

Pre-Requisites for Ground School and Flight Courses

All students are expected to maintain approximately equal progress in both their ground and flight training. For that reason, several of the flight courses have ground course prerequisites, and many of the ground courses require that you be at a certain stage in your flight training. Be sure to stay in sequence and talk frequently with your advisor.

Students must meet all required prerequisites prior to beginning a course. Students will be required to show the pertinent certificates and/ratings to the instructor the first day of class. You are only allowed to fly in one active flight course at a time. If you have any questions or problems with the prerequisite requirements, please see your advisor or Aaron Dyches.

Aircraft Care

It is your responsibility to keep the interior of the aircraft you are flying clean. This means NO soda pop containers, candy, etc. wrappers, oil cans, etc. will be allowed in the aircraft. Do NOT slam the aircraft doors; use the handles properly. Disregard and damage done to the interior, radio equipment, instruments, etc., **WILL NOT BE TOLERATED!!!** Any repairs that must be done because of student neglect **WILL BE CHARGED TO THE STUDENT WHO LAST FLEW THE AIRCRAFT**. If during your pre-flight you find these conditions are not met, you are to contact dispatch immediately and the previous student will pay for repairs. Also, **DO NOT** perform engine starts on airplanes in the hangar area. All planes should be pulled to the tarmac before starting them.

All aircraft will be shut down on the taxiway perpendicular to the desired tie-down and pushed into parking position. This policy applies year round and at every airport. Anytime an aircraft is pushed, there must be at least two people present to move the aircraft. Students are not allowed to move aircraft on their own – an instructor, dispatcher, or USU mechanic must be present. When away from Logan, without an instructor present, students should seek assistance from an FBO employee when moving an aircraft.

If you wish to take a USU aircraft away overnight you must:



- Get clearance from the chief or assistant chief.
- Make sure the aircraft will be properly secured overnight.

As none of our syllabi require any overnight trips, an overnight trip is a choice of the student and therefore the student will be responsible for the cost of properly securing the aircraft overnight when it is away from the Logan Cache Airport.

Aircraft Weight and Balance

No aircraft will be dispatched without a current Weight & Balance signed by a USU Flight instructor. The Weight & Balance form must be entirely filled out including the calculated takeoff distance and landing distance, including METAR data for KLGU and KBMC and TAF data for KLGU for local flights. METAR and TAF data will also be recorded for each airport of intended landing for cross country flights. If a METAR or TAF is not available for an airport, the closest available will be used.

The Weight & Balance form is void after the scheduled session, and a new one must be completed prior to the next scheduled flight session. **No Weight and Balance form can be re-used!** If any student is found re-using a Weight and Balance form, he/she will face reprimands determined by Aaron Dyches. **This policy stands for all USU students, faculty, and staff.** Weight & Balance forms will not be pre-signed. Any instructor signing a Weight & Balance authorizing a flight must be present at the airport.

Technology used in USU Aircraft

With the increase in technology and mobile devices within society it is good to have limits and boundaries so the technology that is designed to help us does not become a liability. The following policies are designed to help ensure that technology is a help to your learning and not a distraction.

Electronic Flight Bags (EFB) are permitted for all operations, (i.e., ground, or flight) if the device does not emit or receive a cellular data connection. Using applications such as Garmin Pilot can be very helpful for charts, checklists, and situational awareness including secondary navigation in flight and on the ground. An Electronic flight bag is defined by the FAA as an electronic display system intended primarily for the cockpit or cabin use. EFB devices can display a variety of aviation data (e.g., checklists, navigation charts, pilot's operating handbook (POH)) or perform basic calculations (e.g., performance data, fuel calculations). The scope of the EFB system functionality may also include various other hosted databases and applications. Physical EFB displays may be portable (Class 1), attached to the mounting device (Class 2), or built into the aircraft (Class 3). Class 1 EFBs are allowed for use in any USU aircraft for charts, checklists, secondary navigation and any other features of applications such as Garmin Pilot. Devices may not be used for entertainment during flight or ground operations. If the device is capable of a mobile data connection this feature must be turned off, (i.e., airplane mode) and remain off during flight and ground operations. Applications used for charts must remain up to date with the most current revisions downloaded and available for use. Bluetooth connections are allowed when connecting to the Garmin transponder to receive, traffic, weather and



location data.

Cameras and Video Recorders

Video and other camera equipment may be used only during dual flights with instructor permission. Use of cameras or video recorders including mobile phones, is prohibited during solo flight operations. Camera equipment may not be attached to the exterior of the aircraft unless approved by the director of maintenance. Any live streaming to social media is strictly prohibited!

Mobile Phones

Mobile phones may be used as an EFB, but they must be placed in airplane mode for the duration of the flight. Students are not allowed to listen to music, make telephone calls or text while flying Utah State University's aircraft. Mobile phones maybe used in cases of urgent or emergency communications are required. Bluetooth connections are allowed when connecting to the Garmin transponder to receive, traffic, weather and location information.

Note: Utah State Aviation reserves the right to prohibit the use of electronic devises at any time.

Flight Data Monitoring

Utah State University uses software and the capabilities of the Garmin G1000 avionics suite to record and monitor flight data. The recorded data is available to students and instructors upon request for their flights. The flight data is used to ensure that flight training is conducted in a safe and efficient manner. Recorded data will be used for training, and instructions. When flight data shows that any flight exceeded limitations 5 or more times during a flight, the student and instructor will meet with a member of the safety committee for remedial training. In cases were flight data shows that limitations or standards where violated, Utah State University reserves the right to pursue punitive actions against students or employees who violated the standards or exceeded limitations.

Flight data evidence may also be grounds for dismissal from Utah State University or termination of employment. Tampering with flight data cards will result in immediate expulsion from USU Aviation.