



MASTER OPERATION SYLLABUS

Revision 18-01

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Courses

AF199	AF206A
AF201A	AF206B
AF201B	AF207A
AF203	AF207B
AF204	AF300A
	AF300B

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WELCOME

Dear Aviation Flight Student,

If you are a new student, congratulations on your acceptance to the Aviation Flight program. If you are a returning student, welcome back.

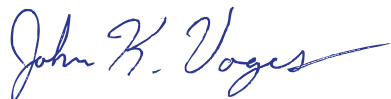
Your choice to seek flight training and certification here at Southern Illinois University Carbondale (SIUC) places you in excellent company with many who have gone before you in our industry. The Aviation Flight Program has produced thousands of pilots and aviation professionals over the past half century. Many of these alumni have forged rewarding careers with air carriers, aircraft operators, aircraft manufacturers, industry associations, and government agencies to name a few. As the Chief Flight Instructor for this program I am delighted that you are joining us and your predecessors as you prepare yourself for entry into this industry.

To help you succeed to the best of your ability we have prepared the following document. It is known as the Master Operating Syllabus (MOS). It is designed to provide you with the policies and procedures of the Aviation Flight program. Your instructor will review this MOS with you in detail each time you enroll in a new course. It is important that you apprise yourself of all the information contained herein. The more informed you are and the better you understand program policy and procedure, the greater success you will have in achieving your goals.

I assure you that the entire faculty and staff of the SIUC Aviation Flight program are eager to make your educational experience an exciting and memorable one. All of us love what we do, we have a passion for aviation, and we want to share that with you.

Again, I wish to welcome you and look forward to helping you achieve your flight training and career goals.

Sincerely,

A handwritten signature in blue ink that reads "John K. Voges". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

John K. Voges

Chief Flight Instructor and Program Coordinator
Department of Aviation Management and Flight
Southern Illinois University Carbondale

IMPORTANT DATES

Spring Semester 2018

Martin Luther King Jr.'s Birthday	Monday, January 15
Semester Classes Begins	Tuesday, January 16
Spring Break	Saturday, March 10, Noon through Sunday, March 18
Honor's Day	Saturday, April 14
Final Examinations	Monday, May 7 through Friday, May 11
Commencement	Saturday, May 12

Summer Semester 2018

Intersession Begins	Monday, May 14
Memorial Day Holiday	Monday, May 28
Intersession Ends	Friday, June 8
Eight Week Session Begin	Monday, June 11
Independence Day Holiday	Wednesday, July 4
Final Exams	Thursday, August 2 and Friday, August 3

Personnel Contact List

Mike Burgener burgener@siu.edu 618-453-9204	Mike is currently serving as Interim Department Chair. He oversees all facets of the two programs. His other roles include Department Chair of Aviation Technologies.
John Voges jvoges@siu.edu 618-453-9244	John is the Chief Flight Instructor and Aviation Flight Program Coordinator. He oversees all flight training related issues.
Mike Robertson mrobertson@siu.edu 618-453-9264	Mike is the Safety Officer / SMS Coordinator for the Aviation Flight Program. He is the initial contact for any issue that pertains to safety.
Andy Weis aweis@siu.edu 618-453-9269	Andy is the Talon Administrator. He Manages the Talon ETA system. If you have problems with logging in or needing to reset your password contact him.
Patti Diggle pdiggle@siu.edu 618-453-9226	Patti is the Business Manager. She oversees the Aviation Flight budget. She is the primary contact for fuel billing/receipts at airports away from KMDH.
Christi Ketzner cristie1@siu.edu 618-453-9253	Christi assists the Chief Flight Instructor. She handles all check ride scheduling, TSA documentation, all FAA documentation including IACRA applications. She is also the administrator for Stage Knowledge Tests and FAA Knowledge Tests.
Rachel Lee rllee@siu.edu 618-453-9206	Rachel is a program Academic Advisor for all continuing students. She handles all new student advisement and enrollment as well as is the main contact for all questions regarding admissions, records and financial aid.
Aimee Lemrise alemrise@siu.edu 618-453-9224	Aimee is also a program Academic Advisor for all Aviation Flight students. She handles student advisement and enrollment. She can also be contacted for all questions regarding admissions, records and financial aid.
Rhonda Ferguson rferguson@siu.edu 618-453-9245	Rhonda is the Administrative Assistant to the Department Chair.
Andy Weis aweis@siu.edu 618-453-9237	Andy supervises the Scheduling and Dispatch desk. He is the primary contact for issues regarding aircraft or simulator scheduling. He is responsible for pairing student /instructor flight slots.
Roger Turnbough siu34126@siu.edu 618-453-9223	Roger manages Line Service. He is the primary contact for fueling, oil, and tire inflation.
Jeremy King jking@siu.edu 618-453-9239	Jeremy manages the Repair Station. He is the primary contact for aircraft squawks and maintenance.
Skyler Droll skyler.droll@siu.edu 618-453-9232	Skyler is the point of contact for all Flight Training Device (FTD) squawks.

INTRODUCTION

This booklet is to provide students with the policies, regulations and operational procedures which pertain to the Aviation Flight program. Included herein, are the Program, College, University and Federal Aviation Administration policies and regulations which govern the required conduct of all Aviation Flight students and the operation of the Aviation Flight program. **Read them carefully.** If there are any questions, or if clarification is needed, do not hesitate to contact your instructor or any of the Aviation Flight staff. The Chief Flight Instructor reserves the right to make exceptions from this document as needed.

OBTAINING A FLIGHT SLOT

While enrolled in the Aviation Flight program the student must make an appointment with the Aviation Flight Advisement Office to register for a flight course. Assignment of flight slot with an instructor will be completed by the Flight Scheduler, and will be based on section times that the student enrolled in at the time of registration. If there is a conflict of schedule with other courses/labs on campus, the student should contact the Flight Scheduler. A certificate of enrollment is logged in a student's Training Record, at the beginning of training for each approved course of training. This may be viewed by the student, instructor, or other required personnel at any time using Talon.

MEDICAL CERTIFICATES

A Second Class FAA medical certificate must be maintained throughout the student's training. A current listing of FAA Aviation Medical Examiners can be obtained from www.faa.gov.

TSA DOCUMENTATION POLICY

Prior to beginning the Private (AF201A), Instrument(AF206A) or Multi-Engine (AF207B) curriculums, students must show proof of US citizenship. This proof must be in the form of a current US Passport or Birth Certificate with a raised seal and a government issued photo ID. All documentation must be scanned in the Chief Flight Instructor's office and an endorsement made in the student's logbook prior to conducting training. **If the student is not a US citizen, they must be vetted through the Alien Flight Student Program before any training can commence.** See Appendix C or contact the Chief Flight Instructor's office for more information.

PRIVACY POLICY

The Aviation Flight program is not authorized to release any information about the student's flight training records to a third party. If a student wishes his/her information to be discussed with parents/guardians, they must list the names of these individuals on the "Information Release" page on Talon ETA.

PAYMENT PROCEDURE

The student will be billed through the Bursar's Office for all fees applicable to courses for which he/she has registered. Payments for fees must be made directly to the Bursar's office. Statements of accounts are prepared monthly. It is your responsibility to examine these statements to ensure accuracy.

ADDITIONAL CHARGES

Flight course fees cover ground, aircraft and flight training device time normally needed for students to achieve the level of competency required in each course. These fees can be found in Appendix B.

Additional charges may be assessed in the following instances:

A. Time-Over charges:

Occasionally, students may not achieve the minimum competency required for successful completion of a flight course within the ground, aircraft and/or flight training device time provided in that course. In these instances, additional training may be approved by Aviation Flight and appropriate time-over charges assessed. The actual cost of time-over charges will be assessed at the prevailing rate during the semester in which the time-over is flown. Refer to Appendix B for a list of these time over charges

B. FAA Certification Examinations (Computer-Based and Flight)

All pilot certificates and ratings are granted by the Federal Aviation Administration (FAA) upon successful completion of examinations administered by the FAA or its designees. Students may take these examinations at any FAA authorized testing site (computer-based knowledge tests) or from any FAA Designated Pilot Examiner (flight tests). As a service to our flight students, the SIUC flight program provides FAA Computer-based knowledge tests and flight examinations at reduced cost. The cost of this fee can be found in Appendix B. If a FAA knowledge test is failed, the candidate must wait at least one calendar day prior to sitting for a retest of the previously failed exam.

C. Fuel Surcharge

Course fees do not include a potential fuel surcharge, which may be implemented pending market conditions.

DELINQUENCY OF PAYMENT

Aviation Flight will assure that each Aviation Flight student's financial account with the University is not delinquent, or a deferment is approved by the Department Chairperson before a student will be allowed to begin his/her flight instruction program.

REFUND POLICY

All tuition and all fee refunds will be in accordance with the procedures listed in the Undergraduate Catalog. (Contact the Aviation Flight Advisement Office for details)

IMPORTANT NOTE:

*All flight fees (lab Fees) will **NOT** be refunded if you:*

- *Withdraw from the University or Aviation Flight program.*
- *Are terminated from the Aviation Flight program.*
- *Fail any Aviation Flight course requiring a flight fee*

SIUC REGISTRATION GUIDELINES -
ADDING OR DROPPING COURSES VIA SALUKINET:

- A. The last day for a student to add a full-semester course via Salukinet is the end of week 1.
- B. The last day for a student to drop a full-semester course in Salukinet for a full refund is the end of week 2. Technically the "end of the week" is Sunday at midnight, but as students often need help with retrieving a Registration User Number (RUN) or other trouble shooting, they are encouraged to drop by the end of the business hours on Friday.
- C. After week 2, if a student has never attended a course even once but has not dropped via Salukinet, he should see an academic advisor to process a No Show (NS).
- D. If a student drops themselves between weeks 3-8, they will receive a withdraw "W" on their record, but no refund. After week 8, no withdraws are permitted, and a student who stops attending will receive a withdraw-fail "WF" issued by the instructor at the end of the term.
- E. A student who does not begin a flight course the semester they register for it will no longer receive an Incomplete (INC), but a NS when the grade sheet is completed at the end of the term. The flight course will be dropped and a full refund will be issued. The student can then register for the course in a future semester as appropriate.
*Students should be cautioned that these drops can affect their full-time student status, and thus their financial aid, especially veterans who rely on military benefits. Please plan accordingly.
- F. A student who wants to add a course, flight or otherwise, after week 1 must see his academic advisor, and the course will be added through processing paperwork, not via Salukinet. A student with a hold on his account, Bursar or otherwise, will be prevented from adding any courses to current or future terms, and can only drop classes with help from the Bursar or hold-issuing office.
- G. **IMPORTANT:** University policy requires that when a student is allowed and issued an INC for a course, that course must be completed in the subsequent semester or a failing grade will be recorded. **No exceptions.**

**If you are ever in doubt on how adding or dropping a course will impact you,
always contact Advisement in advance.**

ATTENDANCE POLICY

- A. To maximize resources, it is imperative that all concerned maintain a rigid schedule.
- B. The following policy is applied to reduce the number of unexcused absences:
1. Some flight training activities will need to be conducted outside of the student's normally scheduled slots. Students are expected to be available for such activities.
 2. Students are expected to be present for any time scheduled. Scheduled slots are any dual, solo, FTD or ground training activities be they during the normal slotted time or outside of slot.
 3. If there is a **known** scheduling conflict, the student will advise his/her instructor as early as **possible (at least 48 hours)** prior to the absence).
 4. In the event of a personal emergency the student will notify his/her instructor, the Chief Flight Instructor's Office, or the Operations Duty Officer as soon as practical. A **personal** emergency is considered to be a personal illness, injury, or other serious **immediate** family emergency that demands the student's presence. An illness or injury must be verified by a physician's statement or medical receipt.

Note:

- *Boyfriend or Girlfriend is not considered immediate family.*
 - *Days before holidays or breaks are not considered emergencies.*
5. Student schedules require the efficient use of program resources. Failure to appear (No Show) at the scheduled time will result in an assessment of a \$100.00 fee for a first occurrence.
 6. Failure to appear (No Show) a second time will result in an additional assessment of \$100.00 and a scheduled conference with the student's instructor and his/her team leader or the Chief Flight Instructor.
 7. A third unexcused absence (No Show) will result in a scheduled conference with the Chief Flight Instructor, the assessment of a \$100.00 fee and possible dismissal from the program.
 8. Two consecutive training slot absences will require the student to submit a written request for leave of absence to the Chief Flight Instructor. Failure to do so will be considered an unexcused absence (No Show) for each training slot missed.

DRESS CODE

It is mandatory that students will dress in accordance with their station and represent the highest standards of the profession. It is required that during daytime operations during the weekdays in the Fall and Spring semesters students will wear dress slacks, dress shoes, dress shirts (tucked in), and even ties may be worn. A nice polo (tucked in) will be acceptable as an alternative. **Students will not wear jeans, tennis shoes, t-shirts, caps and similar attire.**

For night and weekend operations, during Intercession and the Summer Semester, well attired jeans, Docker style shorts, polos and tennis shoes will be acceptable, however caps and similar attire will not be worn. Care should be given to looking well-groomed while trying to stay comfortable, given our very warm summers. For safety reasons, under no circumstances will sandals, flip-flops and similar footwear be allowed.

During cold weather operations, all students will be required to have suitable clothing. At a minimum, this will include a substantial winter coat, winter gloves, winter hat and appropriate footwear.

Students not in compliance with this policy will be denied training and the Team Leader will be notified on their first occurrence. A second occurrence will result in denied training and a consultation with the Chief Flight Instructor. A third occurrence will result in possible dismissal from the program.

USAGE OF ELECTRONIC DEVICES/TABLETS

Students are allowed to provide their own electronic tablet for use within the program. Refer to the policy below for electronic tablet use within the Program.

- A. Students will provide their own electronic device should they desire to use one.
- B. Students may use an Electronic Flight Bag (EFB) application (ex. ForeFlight, FltPlan Go, etc.) however subscription fees will be at the expense of the student, Aviation Flight will not reimburse any subscription fees associated with EFB applications.
- C. Students should ensure that their charts/supplemental data/etc. are always current.
- D. Students are able to use the chart/maps function of any EFB, however it may be requested by their Instructor, Assistant Chief Flight Instructor, or Check Instructor that location services be disabled for a flight/check ride. It is the student's responsibility to know how to disable this feature of their device.
- E. The electronic navigation logs function of many EFB applications are permitted to be used in all courses EXCEPT 199, 201A, 201B and 203. Paper navigation logs must be completed for every cross-country in those courses. The electronic device may be used to view sectional charts, and other supplemental flight data. *An Assistant Chief Flight Instructor or Check Instructor reserve the right to not allow electronic navigation logs for any check ride he/she desires.*
- F. It is the student's responsibility to verify the information used for calculating electronic navigation logs by referencing the POH or other appropriate resources.
- G. It is the student's responsibility to provide adequate contingencies for possible failure of the electronic device. This can include another electronic device, battery backup, or paper copies of appropriate items.

DISPATCH PROCEDURES:

Local Flights

1. Dispatch/Recovery Procedures:

- A. The student and instructor need to be at Aviation Flight at the start time of a scheduled training slot.
Note:
It is the responsibility of the student to provide his/her transportation to the airport and arrive on time. In the event that personal transportation is unavailable, there are a variety of public transportation methods which can and must be utilized.
- B. It is the student's responsibility to arrive at Aviation Flight at a time prior to the flight to ensure that all necessary preflight requirements are completed, checked, and approved by his/her instructor.
- C. For solo flights the student's instructor or another pre-designated instructor **MUST** meet the student at the flight training facility, send the student off, and debrief the student upon their return. The Duty Officer is NOT responsible for student supervision during these flights. Should the student's instructor be unavailable during the time of the student's return, the instructor will make arrangements for another instructor to debrief the student. It is the student's responsibility to know who this instructor is and meet with him/her. Any other exceptions must have prior approval from the Chief Flight Instructor.
- D. Upon dispatching the aircraft through the Talon system, the aircraft will be assigned and the dispatch packet (keys, checklists, the dispatch sheet and credit cards) will be released to the student.
- E. Immediately upon completing the flight the dispatch packet (keys, checklists, dispatch sheet and credit cards **with credit card receipts**) will be returned to the dispatch office with the dispatch sheet completed to **Ramp-In**. This must be done prior to the post flight debrief.
- F. All post-flight activities will then be **Activity Completed** via the Talon system.

Cross-Country Flights

The following policies help ensure that arrivals back to KMDH will be within normal closing times without causing undue burden on support staff. They also allow adequate responses to unexpected maintenance and weather delays that may occur for extended flights.

- A. All daytime cross-country flights departing (wheels up) after 2:00 PM on weekdays and after 12:00 PM on weekends must have prior approval from the afternoon duty officer. Additionally, all cross-countries that have ETA back at KMDH that is likely to exceed normal closing time for that day must have prior approval from afternoon duty officer.**

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- B. The long cross-country lesson in AF 204 and any combined cross-country lessons that assume minimum 6 hours away from KMDH must depart (wheels up) by 8:30 AM unless prior approval from afternoon duty officer has been received.
- C. Night cross-countries must ramp out at civil twilight or within 10 minutes of civil twilight unless prior approval from night duty officer has been received. The duty officer reserves the right to adjust the ramp out time to ensure reasonable return times and FAR compliance.
- D. For all night VFR cross-countries, the instructor must contact dispatch via text or call when departing out-lying airport and returning to KMDH to provide better tracking of ETAs of flights. This can be accomplished by texting dispatch at 618-715-0538.
- E. It is assumed that all cross-country flights will spend a **maximum** of 30 minutes at each stop to allow for refueling and physiological needs. If any stop is expected to extend beyond 30 minutes, prior approval from the duty officer is required.**

***Assistant chiefs are excluded from this policy as long as they coordinate with dispatch and line service.*

Paperwork

- A. All cross-country flight lessons **must** have a cross-country approval form (Dual or Solo) that has been signed off by the team leader and instructor. The duty officer may sign off on the form in lieu of the team leader as long as the form is offered well in advance of intended flight to allow adequate time to review the request. Exceptions to this policy include cross-country flights that match the trips offered in Talon for that course, or for cross-country flights used in AF 201B Stage 2 Stage Checks conducted by assistant chiefs/check instructors. This policy helps ensure that unit/stage requirements are being met as well as increasing the safety of the pilots conducting the lessons.
- B. Students are not required to use the paper navlogs available at dispatch if they have other paper versions they prefer to use in lieu of the ones provided.
- C. All students on solo cross-countries must complete a Cross-Country Debrief Form as part of debrief with their instructor. These are available at Dispatch and are to be kept in students' files along with accompanying navlogs (as applicable) for access by team leaders and other pertinent staff members.

Note: The cross country debrief form must be completed, attached to the relevant flight log sheet, signed by both the instructor and student, and filed in the student's folder.

- D. Fuel receipts must be returned with dispatch packet upon return from flight. Remember that we are exempt from sales tax on aviation fuel. It should be requested that sales tax be removed from self-service pumps if a vendor is available and able. The sales tax exemption letter is in the aircraft packet and must be presented to all fuel vendors prior to purchase of fuel.

Supervision of Solo Cross-Country Flights

- A. All students conducting solo cross-countries must meet their instructor at KMDH on the day of intended cross-country prior to departing on their trip for a pre-brief. This meeting will include

any applicable endorsements, weather briefing, review of planning and Activity Authorization. This meeting should occur early enough in advance of intended departure to avoid unnecessary delays.

- B. If a student's primary instructor is not available for the pre-briefing of the cross-country, it is the instructor's responsibility to designate another instructor that is willing and available to supervise the student for the pre-briefing. It is also the student's instructor's responsibility to adequately communicate any changes to the student about who will be conducting the pre-brief meeting.
- C. It is the student's primary instructor's responsibility to remain on the premises of KMDH (or within local practice area/airspace if flying) while student is conducting solo cross-country flight. If for some reason the primary instructor is unable to do so, they must designate another instructor who is able and willing to supervise and remain in local area (on premises of KMDH or within local airspace if flying) in their primary instructor's absence. The duty officer is **not** responsible for this coverage unless they have agreed to such a request by the primary instructor. Any changes regarding an instructor supervising the student must be communicated to the student as soon as practical. Also, if the primary instructor is not supervising the solo student, they must notify Dispatch of who their designee is. **This can be accomplished by texting Dispatch at 618-715-0538.**
- D. Upon return from any solo cross-country, the student must meet with their primary instructor (or an instructor that has been designated as the supervising instructor as stated in above paragraphs). This post-brief meeting will include verifying that all flight plans have been closed, addressing of any airplane discrepancies, and assignment of Cross-Country Debrief Form for completion.

Flight Plans

- A. Separate and individual flight plans must be filed and activated for each leg of each **solo** cross-country. In the unlikely event that a flight plan is unable to be activated due to communication limitations, the student must contact their supervising instructor as soon as possible in order to notify them of flight progress. Upon landing at each airport, the student must ensure their flight plan has been closed. While VFR Flight Following with ATC is encouraged, it is **not** a substitute for filing and activating a flight plan.
- B. While dual VFR cross-countries are not required to file and activate flight plans, they are strongly encouraged to do so. If they choose to not activate a flight plan or are unable to do so, the instructor must notify dispatch of intended flight paths and ETA's in order to maintain adequate communication in the event of unplanned events affecting safety and return time.

STUDENT DISPATCH CHECKLIST

- 1. The student will arrive at dispatch with a valid photo ID and **Ops Check(OC)** in for their slot.
- 2. The student will then meet with their instructor to **Activity Authorize (AA)** the flight or orientation lesson. This must be performed the day of the activity, not before.

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3. For a flight lesson, the student will confirm the Hobbs and Tach times against the dispatch sheet and note if they are correct or any discrepancies are found. Prior to taxi, the student will contact dispatch on 123.5 and **Ramp Out (RO)**. Hobbs corrections of .4 or more must have Chief Flight Instructor approval.
4. Upon completion of the flight, the student will verify all materials are returned to the dispatch packet and enter the new Tach and Hobbs readings on the dispatch sheet. After tying down the aircraft, immediately return the dispatch packet to Dispatch to **Ramp In (RI)** the aircraft. The materials in the dispatch packet include:
 - Timesheet
 - Keys
 - Checklists
 - Credit Cards

*Note: Students **must Ramp In (RI)** :10 minutes prior to the end of their scheduled activity.*
5. At the completion of the flight or orientation lesson debrief, the student and instructor will **Activity Complete (AC)** the lesson and schedule the next training event for the student.
6. To optimize resource availability, dispatch will cancel a scheduled activity if any of the following occur:
 - A: Student has not **Ops Checked (OC)** in by :10 minutes past a scheduled activity.
 - B: Student has not obtained the dispatch packet by :30 minutes past a scheduled activity.
 - C: Student has not **Ramped Out (RO)** by :45 minutes past a scheduled activity.

STAGE CHECKS

The training sequence of each course has as part of its structure periodic STAGE CHECKS. Each stage check consists of the following three elements:

1. Stage knowledge test administered and graded by the instructor or test administrator in the case of computer testing.
2. Oral check portion administered by the Chief Flight Instructor or Assistant Chief Flight Instructor, or Check Instructor.
3. Flight check portion administered by the Chief Flight Instructor or Assistant Chief Flight Instructor, or Check Instructor.

Each element must be successfully passed before the stage check is satisfactory.

A student may **NOT** proceed into the next stage until the prescribed stage check has been satisfactorily completed.

STAGE KNOWLEDGE TESTS

Knowledge tests for each course are available in the computer testing lab located in TEC Room 114A. Only one attempt per day will be approved for each test taken. The student must present their instructor authorization (sign-off) to begin the test. Each attempt must be recorded in Talon ETA.

Four consecutive knowledge test failures will count as one stage failure when considering unsatisfactory performance for any given stage. After this, the student will be allowed two more attempts to pass the stage knowledge test. Failure of these two attempts will result in a failure of the entire course and a failing course grade will be issued.

Knowledge tests should be scheduled at the TEC reception desk or by calling 618-453-8898. Tests should be scheduled by 4:30PM the day before. Knowledge testing will be available Monday- Friday from 9:00 AM until 4:30 PM, excluding Thursdays. All knowledge tests starting late in the day must be completed by no later than 4:30PM. Walk-in tests will be administered at the discretion of the assigned test proctor for that day.

STAGE & COURSE GRADUATION CHECK SCHEDULING

Stage checks must be **scheduled** through the Chief Flight Instructor's office by the **Student's assigned Instructor with Team Leader approval** through Talon.

Every effort will be made to keep stage checks from causing long delays in training.

It will be the shared responsibility of the instructor and student to see that the student appears for his/her stage check with the proper documentation and paperwork complete. No stage check will begin until all the required documentation and paperwork is complete. This includes:

- All units complete
- All course minimums times met
- All line items complete
- Inspection summary (if assigned)
- Planning for the check ride complete
- Weight and balance
- Appropriate weather

Stage check cancellations of less than 48 hours, **unless excused for just cause by the Chief Flight Instructor, may be considered unexcused and assessed a \$100 no-show fee.**

STAGE CHECK GO, NO-GO DECISIONS

The decision as to whether a stage check will proceed or be delayed due to weather conditions, etc., will be the responsibility of the student which is, in part, an evaluation of their aeronautical decision making skills. The check airman will have override authority on that decision, but only if the weather meets the standards set forth in the Aviation Flight Rules contained in the MOS for that level of student. If the weather minimums are lower than that prescribed in the MOS the student may elect to discontinue the check ride. However, if a mutual arrangement is made between the student and check airman, the check ride may be conducted with weather minimums below what is prescribed in the MOS for that level of student so long as the weather meets or exceeds the minimums published in the FAR's for the type of flight operation being flown. It will be expected that the student be competent to fly the practical test in conditions consistent with the minimum meteorological conditions required for the safe and efficient delivery of the practical test as required by the TCO, and the applicable PTS or ACS in accordance with the POH, the Aviation Flight Rules contained in the MOS and the FAR's.

UNSATISFACTORY STAGE OR GRADUATION CHECK PERFORMANCE

Each attempt at a stage recheck will be with a different check airman, provided no adverse training delays result. Each stage recheck will be a complete oral or flight as appropriate. Exceptions to this complete recheck policy can be made on a case-by-case basis at the discretion of the check airman following a thorough, advance review of the previous areas found to be deficient. If an oral is passed previously and the student is on a flight recheck, the oral is complete and will not be repeated on a subsequent flight recheck.

In addition to unsatisfactory performance as prescribed by this department and the University, the maximum number of failures of stage or graduation checks is as follows:

AF199 | Two failures (Stage Knowledge Tests do not count)

AF201A | Three failures

AF201B | Two failures of one stage check (or) a total of three failures within the course.

AF203, AF204, AF206A, AF206B, AF207A, AF207B, AF300B | Two failures

AF 300A | Four consecutive knowledge test failures

EVALUATION CHECK FLIGHTS

If the maximum number of failures as listed above are reached, the student may request, in writing or via email, an evaluation check flight from the Chief Flight Instructor within 7 days of the last failed attempt. Provided the request is approved, another check flight will be conducted. The student will be responsible for contacting the Chief Flight Instructor's office within 48 hours (excluding weekends and holidays) of the request to find out if the request has been approved, and, if so, schedule the evaluation check.

Otherwise, it will be assumed the student does not wish to request the evaluation check and a failing grade will be issued. The following conditions are understood and agreed to by the student:

1. There will be only one Evaluation Check Flight for each course excluding AF 199.
2. Should the evaluation check flight be satisfactory, flight training will continue or a graduation certificate will be issued as appropriate.
3. Should the evaluation check flight be unsatisfactory, a failing grade will be issued and further training within the course will be terminated.
4. Additional training **must** be approved by the Chief Flight Instructor

COURSE COMPLETION REQUIREMENTS:

To successfully complete a course, students must demonstrate an acceptable level of required competencies within the total hours of instruction provided. If training exceeds the allotted time the coursework will be considered unsatisfactory, flight training will be terminated, and a failing grade issued. Students **are expected to complete** each course per the following guidelines.

**AF199, AF 201A, AF 201B, AF 203, AF 204, AF 206A, AF 206B,
AF207A, AF207B, AF300A and AF300B**

Must be completed within 16 weeks.

Exceptions

When a student cannot complete the course requirements when circumstances were **beyond their control** (such as a medical issue, family emergency, or military leave), a grade of Incomplete (INC) **may** be assigned. However, the course requirements must be completed in the specified timeframe as mutually agreed upon by the student, instructor and approved by the Chief Flight Instructor.

FINAL (COURSE) GRADES AND COURSE REPEATS:

Students must attain a grade of C or better in each Aviation Flight core course. Failure to do so will result in the student repeating the course totally, including fees, during the next semester of enrollment. A grade of C must be required to advance in the university curriculum, even if a graduation certificate was issued.

The student should understand the following:

- Completing the course work does **NOT** guarantee a passing grade. If a grade below a C is issued the course must be
- Qualification for a passing grade as well as pilot certification depends upon ALL units and stages of the course being successfully completed and an FAA Graduation Certificate (if appropriate) issued in the allocated time.
- Due to varying circumstances such as weather, sickness, etc. students are expected to have adequate time in their schedule to make-up missed units to allow timely completion of training courses.
- **AF 199 may not be completed if failed.**

Course grades are subjective in nature and are based on a culmination of various. Aviation Flight's grading standards are based on the following guidelines:

Grade	Description
A	-Pass each stage check/knowledge test on the first attempt -Arrive to each lesson prepared, well read, and knowledgeable about the topic being taught -Abide by all attendance and scheduling policies without "No Shows" and/or student generated cancellations, and complete all units and stage checks in the timeline allotted for the course -Show improvement throughout the course, and not repeat any units for unsatisfactory performance
B	-Pass each stage check/knowledge test without excessive failures and without the need for an evaluation check. -Arrive to each lesson prepared, well read, and knowledgeable about the topic being taught. -Abide by all attendance and scheduling policies without "No Shows" and/or student generated cancellations, and complete all units and stage checks in the timeline allotted for the course.
C	-Pass each stage check/knowledge test, and minimally meet all course requirements -Complete all units and stage checks in the timeline allotted for the course with only minimal extensions approved by the Chief Flight Instructor -Show a history of repeated line items/units for unsatisfactory performance. -Have a record of cancelled lessons or "No Shows"
D	-Only marginally pass stage checks possibly using an evaluation attempt. -Show a history of multiple cancelled lessons, "No Shows", and/or incomplete or failed units.

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	-Arrive at lessons unprepared, be inconsistent in their knowledge and ability to safely control the airplane, and recognize situations requiring corrective action.
F	-Fail to demonstrate the ability to safely control the airplane. -Be rough, unsure, and hesitant and fail to recognize the need for corrective action. -Fail stage checks and/or knowledge tests on multiple occasions. -Demonstrate hazardous attitudes as defined by the FAA and unwillingness to follow the rules outlined in this document. Have a record of unexcused absences, frequently unprepared or late for training slots Submit incomplete or late assignments, and not complete the course in the timeline allotted

GRADING GUIDELINES FOR FLIGHT/SIM LESSONS

It should be noted that this grading scale is unlike the traditional A-F grading scale of most university curriculums. The scale is designed to evaluate each maneuver/task fairly and equitably. These numbers, while a factor, may not ultimately decide the outcome of the student's transcript grade. See "Grading Guidelines for Final (Course) Grades" below:

Grade	Description
1	Tasks are performed with smoothness and confidence so the outcome of each task is never seriously in doubt. Each maneuver should be performed without instructor intervention or coaching, and consistently exceed lesson standards.
2	Tasks are performed with smoothness and confidence so the outcome of each task is never seriously in doubt. Each maneuver should be performed with minimal instructor intervention or coaching, and consistently meet lesson standards.
3	Tasks are performed to lesson standards with minor deviations. Instructor coaching or intervention may be necessary to correct mistakes.
4	Tasks are performed with deviations from the lesson standards and/or not adhering to the proper procedures, and should be repeated. The outcome of a task may be in doubt and may require instructor coaching or intervention to correct bad habit formation.
5	Tasks are performed with significant deviations from the lesson standards and/or significant departures from the proper procedures, and must be repeated. The outcome of a task is seriously in doubt and/or unsafe procedures performed, possibly requiring the instructor to take prompt corrective action.

GRADING GUIDELINES FOR GROUND LESSONS:

Grade	Description
1	Student exhibits above average knowledge of the subject matter and the reading list associated with the lesson, clearly articulating their knowledge of the subject matter by asking questions and engaging the instructor in discussion. When questioned, the student will answer most questions correctly.
2	Student exhibits above average knowledge of the subject matter, responding when engaged in discussion by the instructor. When questioned, the student answers most questions correctly.
3	Student exhibits adequate knowledge of the subject matter. When questioned, the student answer most question correctly.
4	Student exhibits minimal knowledge of the subject matter, is unfocused , and has difficulty

	paying attention. The student is unprepared, and only minor attempts were made to study. When questioned, the student answers very few questions correctly.
5	Student exhibits little/no knowledge of the subject matter, is unprepared, and no attempt was made to study. When questioned, the student answers few/none of the questions correctly.

COURSE GRADUATION CERTIFICATES

Course graduation certificates for any given course are valid for a period of sixty (60) days only after the successful completion of the graduation check ride. **Candidates must successfully complete their practical test with the FAA or the FAA designee within 60 days. Failure to complete the practical test within the appropriate timeframe may result in the student being unable to receive the FAA certificate for which they have completed the FAR 141 curriculum for.**

FAA KNOWLEDGE TESTS

Prior to an FAA Knowledge Test, a student must pass a preliminary test for that specific knowledge test using practice tests from ASA Prepware (or other appropriate preparation tool, at the instructor's guidance). Upon receiving a score of 85% or higher, the instructor may then give the student the appropriate endorsement. This preliminary test and subsequent endorsement is required for the Private, Instrument, Commercial, CFI-FOI, and CFI-FIA FAA Knowledge Tests. **The FAA Knowledge Test results MUST then be logged in the Student's Training Record in Talon as Satisfactory or Unsatisfactory, and the FAA Knowledge Test Score will be entered into the Units' comments section.**

FAA PRACTICAL TESTS

After the successful completion of AF201B (Private), AF206B (Instrument), AF207A (Commercial), AF207B (Multi-Engine), an FAA practical test is required in order to receive your airman certificate. These practical tests will be completed with either the FAA or a Designated Pilot Examiner (DPE).

Once you have completed your graduation ride at the end of the course, use the Appendix D checklist to schedule your DPE check ride.

Costs and Payment

The Aviation Flight department employs two DPEs internally, it is expected that students from our program will complete their Practical Tests with one of the internal DPEs. Aircraft are rented from the Aviation Program for the practical test. The cost associated with the rental for the **first attempt** of the practical test will be covered by the Aviation Program. If students would like to review prior to their practical tests, aircraft can be rented from the program (billed at the hourly rate). In the event of a failure or a discontinuance, the student will be responsible for the rental cost of the airplane used for the recheck, including training time incurred in preparation for the recheck. This will be billed at the current hourly rate for the aircraft type used (see Appendix B). Contact Dispatch to schedule a review flight. **A new Practical Checklist will be required for each attempt to avoid any paperwork issues.**

While it is expected students will complete their practical test internally, external DPEs may be utilized when needed to avoid untimely delays in training or at the discretion of the Chief Flight Instructor. Utilizing an external DPE requires Chief Flight Instructor approval, the appropriate section of the Practical Test Checklist (Appendix D) must be signed.

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All charges will be billed to the student's bursar account, after the completion of the Practical Test process. All practical tests attempts and review flights will be logged through Talon under the student's name using the rental function.

Distant Practical Tests

Distant Practical Tests are those practical tests not conducted at KMDH.

When a Distant Practical Test is conducted, a safety pilot will be required to accompany Private Pilot and Multi-Engine candidates. A qualified safety pilot will be an SIU instructor, the instructor does not need to be the recommending instructor, but must be employed as a flight instructor at SIU (part time or full time).

Instrument and Commercial candidates are not required to have a safety pilot; however it is encouraged.

While the use of the airplanes for practical tests operate outside of the weather call system, the student and recommending instructor should meet about the weather. The instructor should ensure that the candidate has all required documents for the practical test to avoid a letter of discontinuance being issued. If the recommending instructor is not accompanying the candidate to the practical test, the recommending instructor should authorize the Talon rental activity associated with the flight.

If a safety pilot is accompanying the candidate to a practical test, then that instructor should authorize themselves. The instructor should still ensure that all required materials/documents are in the student's possession prior to departure for the practical test.

Should the expected departure for a practical test occur before normal operating hours, or expected return time occur after normal operating hours the instructor/student should advise that day's duty officer of their intentions.

SAFETY MANAGEMENT SYSTEM

Policy Statement

The Department of Aviation Management and Flight at Southern Illinois University recognizes that an effective Safety Management System (SMS) is vital to the success and longevity of the organization. Therefore, the Management of AVMAF is committed to the implementation and maintenance of a fully functional SMS and to the continuous improvement of the level of safety throughout the Department. This will enable its management, employees, students and guests to operate in a safe environment.

All employees and individuals in the department have the responsibility to perform their duties and activities in the safest practical manner. The Management of AVMAF will establish specific safety-related objectives and will periodically publish and distribute those objectives to all employees. To ensure that these are met, the safety objectives will be monitored, measured, and tracked.

The Management of AVMAF is committed to providing the necessary financial, personnel, and other resources to establish and maintain a fully functional SMS. Management has established a confidential employee reporting system to report all hazards, accidents, incidents, and safety issues without fear of reprisal. Activities involving intentional disregard for FAA regulations or organizational policies and procedures, illegal activities, and/or illicit drugs or alcohol use/abuse may be subject to disciplinary action.

As a component of the SMS, the management of AVMAF is committed to an established emergency response procedure and plan that provides for the safe transition from normal to emergency operations.

The Management of AVMAF will convey this expectation to all employees through postings, safety website updates, meetings, and any other means to ensure all employees are aware of the organization's SMS, their duties and responsibilities, and our safety policy. This safety policy will be periodically reviewed to ensure it remains relevant and appropriate to the organization.

Confidential Hazard Reporting System / Hazard Report Form

The Department of AVMAF has established a confidential hazard-reporting system similar to the Aviation Safety Reporting System (ASRS) conducted by NASA in conjunction with the FAA. The intention of this program is to identify hazards that lead to operational errors (accidents, incidents, near misses, traffic conflicts, incursions and other operations which could have safety implications), which occur during flight training. This method for identifying hazards supports a proactive approach to hazard identification and provides information on activities that might otherwise be lost. Having this information is vital to the periodic SMS assessment process. The reporting system is confidential in nature to encourage participation from employees, instructors and students within the department to raise safety concerns.

AVMAF employees, instructors, and students are trained to be continually aware of their surroundings, with a focus on safety considerations. If they notice a situation or practice that raises a safety concern, they are encouraged to report it as a potential hazard. The Safety Officer/SMS Coordinator will then review each report in a timely manner and investigate the safety concerns as necessary. The Safety Officer/SMS Coordinator, in conjunction with the SRC, will review the hazard reports before deciding whether to recommend mitigation to control the risk. If mitigation is considered appropriate, the Safety Officer/SMS Coordinator will present their recommendation to the Accountable Executive for a final decision.

If the Accountable Executive approves mitigation, the Safety officer/SMS Coordinator will then assist in implementing the modifications, communicate change as appropriate, and follow up to ensure compliance. Whether or not mitigation measures are implemented, the Safety officer/SMS Coordinator will provide appropriate feedback to the employee that reported the hazard.

Confidential Hazard Safety Reporting and Feedback System will:

- Be monitored to identify emerging hazards.
- Measure performance of risk controls in the operational systems.
- Be checked by the Safety Officer/SMS Coordinator for the quality of reporting.
- Be encouraged to be utilized without fear of reprisal.
- Maintain all records for a period of 24 months.
- Ensure the Safety Officer/SMS Coordinator will periodically and annually distribute summaries based off of the systems findings to employees and students.

The Safety Officer/SMS Coordinator will promote continuous improvement of its SMS through recurring application of SRM, SA, and by using safety lessons learned and communicating them to all personnel. The Safety Officer/SMS Coordinator is responsible for the quality of the continual improvement process. AVMAF will continuously improve the effectiveness of the SMS and safety risk controls through the use of audits, analysis of data, corrective and preventive actions, and management reviews. The Safety Officer/SMS Coordinator will also be responsible for monitoring the electronic submissions of reports.

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Your personal information on the hazard report form is strictly voluntary. The intent of this form is to identify, track and through increased awareness prevent similar situations from occurring in the future. This form is not intended to be punitive towards any individual within the organization. The information requested will help us contact you in the event that more information is needed. Hazard Report Forms can be found on the SIU Aviation website in the safety section.

Once the form is submitted, it is forwarded electronically to the Safety Officer/SMS Coordinator for review. Please direct any questions on how to complete this form to Mike Robertson, Safety Officer/SMS Coordinator, 618-453-9264 or mrobertson@siu.edu.

Conditions that require the use of the reporting system include:

- Any accident, incident, or occurrence, which results in injury and/or aircraft, equipment, or property damage.
- If any part of the aircraft leaves the surface of the runway or taxiway during taxi, takeoff, or landing.
- Engine failure, loss of power, and/or unplanned in flight engine shutdown.
- Off airport or unauthorized operating site landing.
- Declaration of an emergency.
- Propeller contact with foreign object.
- Indications of smoke or fire in the cockpit.
- Electrical or communication failure.
- Wildlife strike or foreign object damage.
- Significant turbulence or other severe weather is entered.
- Near miss where evasive action was taken.
- Notification from ATC regarding incident
- Aircraft lands with less than SIU fuel reserves (less than 1 hour of fuel remaining).

Safety Review Committee

The purpose of the Safety Review Committee (SRC) is to address safety and operational concerns for the Department of Aviation Management and Flight. The SRC will review the most current incidents and accidents as applicable and make recommendations to modify flight training procedures and policies as necessary. Committee members include: Mike Robertson – Safety Officer, John Voges – Chief Flight Instructor, Nate Lincoln – Assistant Chief Flight Instructor, Jeff Hayes - Air Transportation Pilot/Assistant Chief Flight Instructor, Lisa Hawkins – Line Service, Jeremy King – Shop Foreman, Jack Kirkwood– Student Representative, Matt Romero – AVM representative.

WEATHER CALLS AND WEATHER MINIMUMS

The following weather calls will be used when the weather conditions exist or are forecasted to exist.

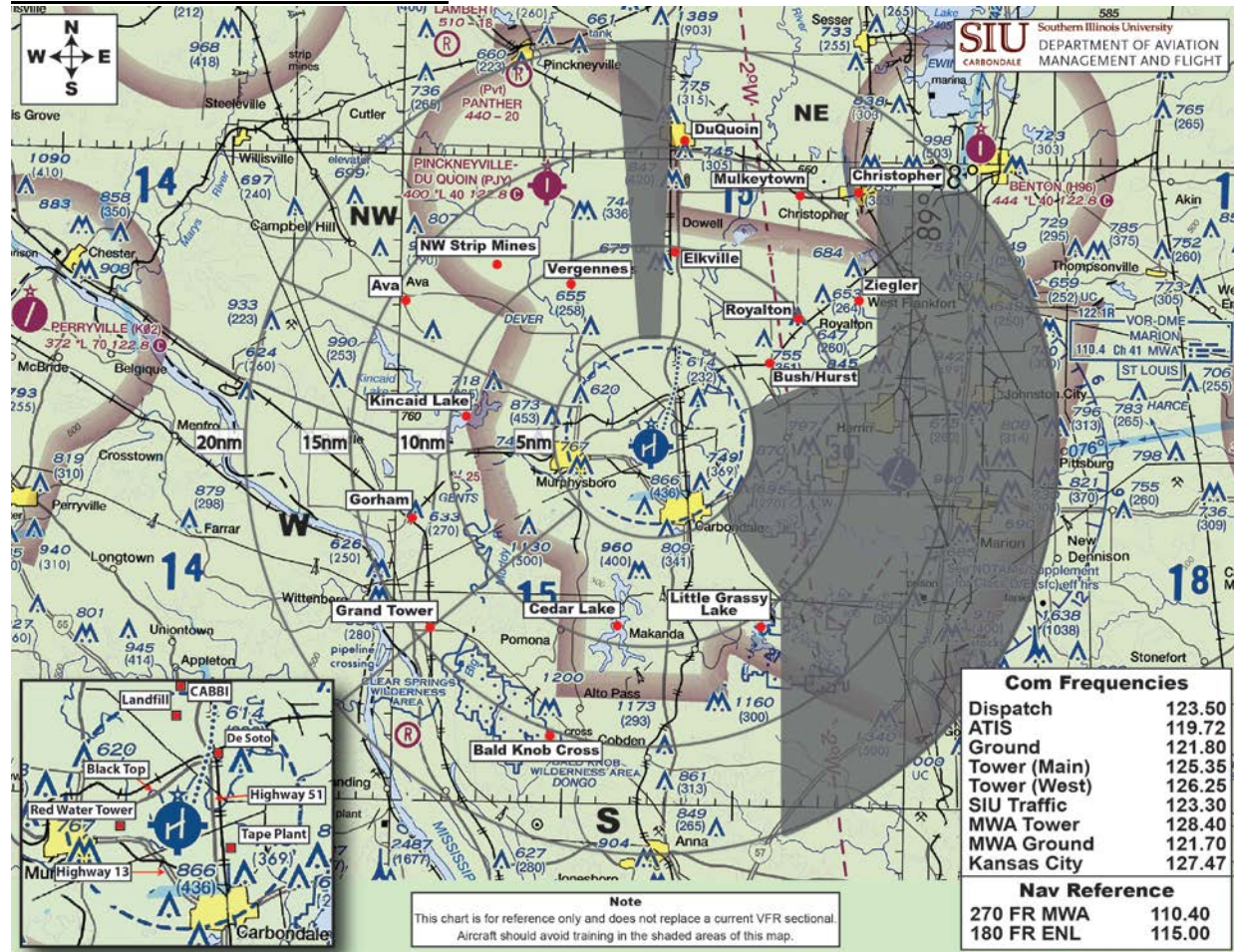
Weather Call	Ceilings	Visibility	Winds*
Unrestricted	≥ 3000'	≥ 5 SM	≤ 25 kts
Dual	> 2000'	> 5 SM	< 30 kts
Local	> 3000'	> 5 SM	< 25 kts
Dual Local	> 2000'	> 5 SM	< 30 kts
Pattern Only	> 1500'	> 5 SM	< 25 kts
Dual Pattern	> 1000'	> 3 SM	< 30 kts
IFR	> 500'	> 1½ SM	No limit
No Flight	Weather less than IFR, hazardous weather, icing conditions are forecast (or exist), or surface conditions preclude flight.		
Night Flight Operations			
Local (solo)	> 2000'	> 5 SM	< 25 kts
XC	> 3000'	> 5 SM	< 30 kts

*Or the maximum demonstrated crosswind component published in the aircraft's POH, whichever is lesser. 201 A/B Solo operations will be limited to surface winds less than 15 knots.

Note: Exceptions to the weather call may be appealed to the Duty Officer by the instructor and student on a case by case basis.

Note: No aircraft will be dispatched while temperatures are below 15° Fahrenheit and the flight status will remain "No Flight" (such as early morning). Further, those aircraft will remain hangered until that temperature threshold is reached. Once 15° is reached, aircraft may be dispatched and pulled from the hangars on an individual basis. As the temperature climbs, additional aircraft may be brought to the line at the discretion of the Line Service Supervisor and/or the Duty Officer.

PRACTICE AREA OPERATIONS



Inbound flights should plan to arrive at the specified point at or within +500 feet of pattern altitude.

Outbound flights should avoid the vicinity (1 Mile) of the arrival check points and climb to an altitude (if appropriate) of at least 500 feet above arriving aircraft until well clear of the arrival area.

Note: Be extremely careful when operating in the vicinity of an airport. Maintain vigilance at all times and use proper collision and wake turbulence avoidance procedures.

AVIATION FLIGHT RULES

In addition to all current Aviation Regulations, the following restrictions will apply to all students enrolled in Aviation Flight courses:

1. All students will obtain a weather briefing prior to EVERY flight. For cross country flights the briefing must be via www.duats.com or 1-800-WX-BRIEF.
2. No aircraft will be dispatched for flight training unless the Chief Flight Instructor or an Assistant Chief Flight Instructor is on duty at the base of operation.

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3. No Aviation Flight aircraft will be dispatched from Carbondale (MDH) except through the Aviation Flight Dispatch Office.
4. All aircraft dispatched for daylight training must be on the ground by official sunset (except when arranged in advance with the duty officer).
5. All single-engine aircraft must be checked with a **dipstick** prior to each flight. The aircraft will only be flown when the tanks are determined to be half-full or greater.
6. No aircraft departing Carbondale (MDH) for local flights with less than full tanks may exceed 1.5 hours (Hobbs) without refueling. The 172R aircraft may depart on local flights when filled to the tabs but may not exceed 1.5 hours (Hobbs) without refueling. No aircraft shall depart from any airport on any solo cross country flight with less than full tanks of fuel.
7. All students shall have an Operator's Handbook for each airplane in which they receive instruction. Checklists will be provided to the student and must be used during all phases of flight (enroute climb, cruise, etc.)
8. All students will have their pilot certificate, FAA Second Class Medical, and government issued photo I.D. on their person during flight operations.
***Note:** In the event of a ramp check by a FAA Representative or state or local law enforcement officer, the student shall allow that person **TOTAL** access to his/her certificate.*
9. All students must have the 14 CFR Part 61 logbook endorsements for the type of flight operation performed. Endorsements for practical tests must be given prior to the graduation ride for the associated course.
10. Under no conditions shall an aircraft be operated without a qualified crewmember at the controls.
11. Extra care and caution should be exercised when taxiing in the vicinity of Hangar 1.
12. Carburetor heat shall be used any time the power is **anticipated** to be operated below the normal operating range of the aircraft's engine (green range of tachometer or manifold gauge).
13. Clearing of the engine shall be accomplished periodically during simulated engine failure with power at idle.
14. Emergency (forced) landings shall only be practiced on dual flight training lessons, including 180° power-off accuracy landings. In no case shall the practice of emergency situations be continued below 500 ft AGL at an off-airport site.
15. Clearing turns shall be accomplished before performing all maneuvers via a 90° turn in each direction or one 180° turn.
16. Formation flight is prohibited.

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17. Passenger carrying is prohibited on solo flights. However, Aviation Flight students are encouraged to observe dual training flights with permission from the instructor **and** student trainee.
18. VFR flight above the clouds or on top of an overcast layer is prohibited except on dual training flights.
19. Except for solo cross-country flights, no student shall perform solo flight practice at any airport other than Carbondale (MDH), Marion (MWA) and Pinckneyville (PJY). (Solo operations at PJY require student to be enrolled and training in AF203, AF204 or AF207A. AF199, AF201A and AF201B students are prohibited from solo operations at PJY.)
20. No aircraft shall be dispatched for any flight unless the pilot has, in his/her possession, a current, St. Louis (STL) sectional chart. Flights which penetrate the STL Class B Airspace require a STL Terminal Aeronautical Chart. Flights beyond the STL sectional chart area require all appropriate and current charts for the proposed flight.
21. Landings shall be made only at designated airports listed in the Talon Unit Objectives or listed on the XC Approval Sheet for all solo operations, except in the event of an emergency or a deviation (such as for weather) is required. Dual flights to other airports may be accomplished for simulating a diversion. The diversion airport should meet the minimum requirements set on the Dual XC Approval sheet. Landings at private strips or private fields are prohibited.
22. All AF 207B landings will be full-stop or full-stop taxi-backs, however touch and go landings are approved provided the instructor configures the aircraft appropriately for takeoff (i.e. student's hand must remain on the throttles).
23. All AF 201 solo landings will be full-stop or full-stop taxi-backs. Touch and Go landings are restricted to dual only.
24. Intersection takeoffs are prohibited for any solo operation except for taxiway C intersection at runway 6, taxiway J intersection at runway 36R and taxiway A-1 intersection at runway 18L.
25. Students shall not fly close enough to each other on cross-country flights to see each other. Each pilot must do his/her own navigating.
26. All Aviation Flight aircraft must be tied down with the control wheel lock installed at the completion of each flight, unless otherwise directed by line service.
27. In the event of a possible overnight, Aviation Flight will not reimburse any student expenses.
28. If any aircraft is required to make an "on airport" or "off airport" landing that is unscheduled, i.e. mechanical malfunction, weather divert, etc., the pilot-in-command shall call collect to Aviation Flight Dispatch (618) 453-9231 for instructions by the Duty Officer or Chief Flight Instructor.

29. If any Flight Training aircraft is required to make an "on or off airport" landing as described above, the pilot in command shall lock the aircraft if possible, make arrangements with the local FBO for security of the aircraft. In the case of the emergency "off airport" landing, the pilot in command shall notify the local law enforcement agency of the circumstances, location of the aircraft, and request that security be provided.
30. In the event of aircraft fire on the ground, the Pilot's Operating Handbook procedures for the appropriate aircraft apply. If fire persists, the aircraft is to be secured, evacuated and, if possible, fire extinguishers used. The C172R's and C310's have fire extinguishers mounted in the cockpit. There are additional fire extinguishers located on the fuel truck, along the fence immediately north of the control tower, outside the Main Terminal and outside the O.B. Young Building.
Note:** Should such a fire, or even the suspicion of a fire occur, the airplane is unairworthy and is to be grounded immediately. **Safety is most important here. It is far better to lose an airplane to fire than to risk personal injury.
31. When an aircraft is squawked and grounded, that aircraft will be removed from service via the Talon system. After completing a flight, the pilot in command will enter any discrepancies in the aircraft squawk record located in the glove box of each aircraft. Students and part-time instructors will consult a full-time instructor before logging a discrepancy. **Prior to each flight, the aircraft squawk record must be checked for discrepancies and a determination made to ensure that all discrepancies have been signed off or deferred by qualified maintenance personnel.**
32. Any flight student or flight instructor who gives or donates blood, blood plasma or any blood product, will allow at least 24 hours to pass prior to operating SIUC aircraft.
33. The Talon ETA Messaging System is designed to provide communication capability for the faculty, staff and students of the Aviation Flight Program. Communication over this system will be limited to messages related to programmatic/training items. It is not to be used as a "personal" messaging system. Inappropriate use of this system will lead to the loss of student messaging privileges.
34. While the use of electronic flight computers is allowed, it is essential that students consistently demonstrate proficiency on the manual E6B type flight computer. Proficiency may be requested on stage checks (except AF201A) by Check Airmen/Instructors.
35. Prior to solo operations in a C172R/G1000 equipped aircraft a student must have a minimum of 5 hours of dual flight instruction.
36. No aircraft will be operated when that aircraft shows less than one quart below the maximum as noted on the oil filler stick. Contact Line Service for servicing.

OFFENSES CONCERNING ALCOHOL, DRUGS AND THE SIUC STUDENT CONDUCT CODE

AVIATION FLIGHT HAS A ZERO TOLERANCE POLICY FOR OFFENSES INVOLVING ALCOHOL AND DRUGS.

Students are expected to comply with all appropriate sections of 14 CFR Part 61 and Part 91 concerning alcohol and drugs. Students who have been convicted of violations of federal, state, or local law enforcement policies concerning alcohol and drugs will be subject to disciplinary action to include suspension or expulsion from training.

Students attempting to conduct training under the influence of alcohol and/or drugs or found in violation of the SIUC Student Conduct Code will be directed to the appropriate law enforcement agency and/or the Office of Student Rights and Responsibilities. In addition, disciplinary action including, but not limited to, suspension of training or dismissal from the program will be enforced following a meeting with the Chief Flight Instructor

Student Drug Testing Program

Students will be selected at random through a computer generated program. Students will be randomly selected from the program on a monthly basis during the semester. Selection will be completed by the Drug Testing Officer (DTO). The DTO will contact the instructor of the student to be tested on the day of their flight slot. The instructor will send the student to the DTO's office for testing. After meeting with the DTO, students will be directed to a men's or ladies room to provide a sample. Before a test is given, the DTO will clear the bathroom. During the test, no one else will be allowed to enter the bathroom. Testing will take approximately 5 minutes. If a student does not show or refuses to submit, then they are placed on hold from flight training and have 2 hours to submit a test. If the sample is negative, then the student will be cleared to continue flight and ground training activities. If the sample comes up positive, the student will be sent to the SIUC Student Health Center for confirmation testing. The student will be placed on hold from training until the confirmation test is complete. If the sample is confirmed negative, then the student may resume training activities. If the sample is a confirmed positive, then the student will be suspended from the program. A refusal to submit to a drug test will be treated as a positive test result.

Nothing in this policy shall prevent or limit the Aviation Flight Department's right to require a flight student to submit to testing when there is cause to do so. For purposes of this section, cause shall be defined as behavior, conduct, or performance by the student which leads the Department to conclude that there is the likelihood that the student is taking or is under the influence of illegal drugs, banned substances (as defined above) or alcohol. Among the indicators which may be used in evaluating a student's behavior, conduct, or performance are: class attendance, significant GPA changes, increased injury rate or illness, changes in physical appearance, academic motivational level, emotional condition, mood changes and legal involvement. Reasonable cause may be based on information received that a student is using illegal drugs or alcohol. In such cases, the determination that cause exists to require a student to submit to drug testing will be made only after consultation between the Department Chair and / or the Chief Flight Instructor. All must agree that the observations, behavior, conduct, or performance of the student are such that testing for cause is required to protect the health and safety of the student and other students. In such cases, less than two hours' notice may be given.

Reinstatement to the program will be conditional on completing wellness counseling through the SIUC Wellness Center, a letter of completion from a SIUC Wellness Center counselor and a letter prepared by

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the student requesting reinstatement into the Aviation Flight Program. The Safety Review Committee (SRC) will review this and a recommendation will be forwarded by the SRC to the Department Chair. If the SRC and Department Chair approve reinstatement, then the student will be able to resume flight training.

If a student repeatedly refuses to submit a drug test, then they will be suspended from the program for a minimum of a year and their future reinstatement will be reviewed by the SRC.

***Post-Accident Testing will be required for any student involved in a University aircraft accident. The student will be tested for drugs as soon as practical after an accident. An accident is an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time all such persons(s) have disembarked, and in which any person suffers death or serious injury, or in which the aircraft received substantial damage as determined by the National Transportation Safety Board.*

APPENDIX A

VERIFICATION OF INFORMATION FORM

I certify that I have reviewed the **Master Operation Syllabus**, that I have read and understand the Southern Illinois University rules as they pertain to flight training, and I further certify that I have read and understand the Southern Illinois University at Carbondale guidelines concerning performance, retention, and continuation in flight training. I have been provided access to an electronic copy of the Federal Aviation Administration Approved Training Course via Talon ETA for the course in which I am enrolled. I understand that I must meet with my assigned flight instructor for every training period assigned. I understand that I must be prepared through prior study for each training period.

Student Name (Please Print)

Student Signature

Date

Instructor Name (Please Print)

Instructor Signature

Date

APPENDIX B**Aviation Flight Fees (as of Fall 2016)**

The following are required courses for the degree program in Aviation Flight.

Course Number	Course Title	Price
AF199	Private Pilot Transition	\$4,764.00
AF201A	Flight - Primary	\$7,841.00
AF201B	Flight - Primary	\$8,762.00
AF203	Flight - Basic	\$12,363.00
AF204	Flight - Intermediate	\$13,481.00
AF206A	Flight - Instrument I	\$5,812.00
AF206B	Flight - Instrument II	\$7,839.00
AF207A	Flight - Advanced	\$9,988.00
AF207B	Flight - Multi Engine Rating	\$8,062.00

These courses are not required for the degree program in Aviation Flight, but are offered to aviation students based upon availability of equipment and staff.

Course Number	Course Title	Price
AF300A	Flight - Instructor (Airplane) I	\$5,458.00
AF300B	Flight - Instructor (Airplane) II	\$5,875.00
AF304 / AF220	Practicum in Air Carrier Operations	\$8,060.00

Note: Fee reduction incentive. All AF courses that have single engine fixed gear time have course fees based on the C172R model rate of \$215/hr. If a student opts to fly an older C172 (N or P model) or a C152 (when allowed by the TCO) they will be issued a refund when the course is completed and audited based on the following adjustments:

Cessna 172 N or P = less \$15/hr

Cessna 152 = less \$20/hr

Overtime Fees (as of Fall 2016)

C152	\$201/hr	Frasca 141 FTD	\$113/hr
C172	\$206/hr	Frasca TruLite FTD	\$163/hr
C172R	\$221/hr	Frasca CRJ 200 FTG	\$173/hr
C172R (G1000)	\$221/hr	Oral Instruction	\$71/hr
C172RG/C182RG	\$264/hr	Dual Instruction	\$71/hr
C310	\$403/hr	FAA Knowledge Test	\$125/attempt

APPENDIX C

TSA's Alien Flight Training/Citizenship Validation Rule

Outline of Rule

On September 21, 2004, the Transportation Security Administration (TSA) issued an "interim final rule" on flight training for aliens and other designated individuals. As currently written, the rule requires every person to prove his or her citizenship status (including U.S. citizens) prior to undertaking flight training for the issuance of a new certificate or rating or the addition of a certificate or rating (does not include recurrent training), in an aircraft weighing 12,500 pounds or less. Additionally, foreign flight students must complete a background check process with TSA.

This rule also requires flight schools and flight instructors to provide security awareness training to each ground and flight instructor and any other employee who has a direct contact with a flight school student (regardless of citizenship or nationality) and to issue and maintain records of this training.

What the Rule Means to:

U.S. citizens who are receiving flight training

1. U.S. citizens (whether by birth or naturalization) beginning training for a new or additional certificate or rating (does not include recurrent training), on or after October 20 in an aircraft weighing less than 12,500 pounds must present the flight school or flight instructor with evidence of U.S. citizenship. Evidence must be shown by one of the following:
 - a. Valid unexpired U.S. passport.
 - b. Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID.
 - c. Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and government-issued picture ID.
 - d. Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581), and government-issued picture ID.
 - e. Original U.S. naturalization certificate with raised seal (Form N-550 or N-570) and a government-issued picture ID.
2. The instructor must then comply with one of the following two options:
 - a. Make an endorsement in both the instructor's and student's logbook, or other record used by the instructor to record flight student endorsements, the following: "I certify that [insert student's name] has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor's signature and CFI number.]"
 - b. Keep a copy of the documents used to prove citizenship for five years.
3. Flight training may begin after the documents have been reviewed and either the logbook endorsement is made or copies are obtained by the instructor.

Resident aliens (green-card holders)

Resident aliens who begin training for a new certificate or rating after December 20, 2004, and those who did not qualify for the 60-day exemption, must notify TSA of their intent to begin training. The notification process is as follows:

1. The applicant registers on TSA's Web site, www.flightschoolcandidates.gov, at which point they will be given a username and password via e-mail. After receiving the e-mail, the student logs in to the site and submits the following:
 - Full name, gender, current address and five-year address history, date and country of birth, and citizenship information.
 - TSA identification number (not provided to candidate — only seen by TSA).
 - Passport and visa information — Foreign applicants are required to have a passport.
 - Training details — Basic information including the name of the school, type of aircraft, and pilot certificate or rating sought.
 - Fingerprints — Fingerprinting forms are available by calling the American Association of Airport Executives at 703/797-2550. The applicant takes the forms to a local law enforcement office or at an approved collector. The prints can be taken either electronically or by the provided forms. After they are completed, the prints are sent back to AAAE, who then forwards a copy to TSA. Additional instructions can be found [here](#) on TSA's Website.
 - \$130 application processing fee — The fee must be paid by credit card on the TSA's Web site.
 - Photo — TSA recommends taking the photo *after* the candidate and flight school receive the final e-mail confirming the candidate's eligibility to take flight training, at which point it can either be uploaded to TSA's Web site or faxed to 703/542-1221.
2. A final approval from TSA is not required for prior to the start of flight training in aircraft below 12,500 pounds maximum gross takeoff weight. However, the flight school and candidate must wait for the final e-mail from TSA that confirms that the fingerprints and fee have been received before starting flight training. The photo should be taken and sent to TSA after this final e-mail is received. If TSA determines the student is a security threat, the school or instructor will be notified, and training is to be stopped immediately.

Visa holders

Visa holders who begin training for a new certificate or rating after December 20, 2004, and those that did not qualify for the 60-day exemption, must notify TSA of their intent to begin training. The notification process is as follows:

1. The applicant registers on TSA's Web site, www.flightschoolcandidates.gov, at which point they will be given a username and password via e-mail. After receiving the e-mail, the student logs in to the site and submits the following:
 - Full name, gender, current address and five-year address history, date and country of birth, and citizenship information.
 - TSA identification number (not provided to candidate — only seen by TSA).
 - Passport and visa information — Foreign applicants are required to have a passport.
 - Training details — Basic information including the name of the school, type of aircraft, and pilot certificate or rating sought.

SIUC Aviation Flight MOS

- Fingerprints — Fingerprinting forms are available by calling the American Association of Airport Executives at 703/797-2550. The applicant takes the forms to a local law enforcement office or at an approved collector. The prints can be taken either electronically or by the provided forms. After they are completed, the prints are sent back to AAAE, who then forwards a copy to TSA. Additional instructions can be found [here](#) on TSA's Website.
 - \$130 application processing fee — The fee must be paid by credit card on the TSA's Web site.
 - Photo — TSA recommends taking the photo *after* the candidate and flight school receive the final e-mail confirming the candidate's eligibility to take flight training, at which point it can either be uploaded to TSA's Web site or faxed to 703/542-1221.
2. A final approval from TSA is not required prior to the start of flight training in aircraft below 12,500 pounds maximum gross takeoff weight. However, the flight school and candidate must wait for the final e-mail from TSA that confirms that the fingerprints and fee have been received before starting flight training. The photo should be taken and sent to TSA after this final e-mail is received. If TSA determines the student is a security threat, the school or instructor will be notified, and training is to be stopped immediately.

APPENDIX D: PRACTICAL TEST CHECKLIST

Pilot's Name: _____

To be Completed more than 24 hours prior to Practical Test

- ☐ **Step 1:** After completing your internal graduation check, complete an 8710 application through IACRA with your recommending instructor (this requires an association from the department), logbook endorsements should be completed as well.
- ☐ **Step 2:** See the Chief Flight Instructor's office, to receive your Course Graduation certificate.
- ☐ **Step 3:** Contact a DPE using the preferred method below, and set up a date/time to do your practical test.

Steve Goetz (286E)
sgoetz@siu.edu

Adrian Krupa (117H)
adriankrupa@gmail.com

The DPEs below required Chief Flight Instructor approval.

Brad Kramer
(812) 483-8855
KEHR

Robert Frankovich
(314) 719-9822
KSUS

Rodney Resch
(618) 322-5015
KENL

Denny Taft
(217) 553-6154
KTAZ

Leland Widick
(618) 453-9253
KMVN

Authorized Signature

- ☐ **Step 4:** Complete the information below and give to dispatch. They will schedule your practical test in Talon.
- Practical Test Date: _____ Attempt #: _____ Time: _____
- Aircraft Type: _____ Requested Aircraft: _____
- Special Requests: _____

Dispatch use only:

Request received: _____ Scheduled in Talon: _____ Logbooks from shop: _____

- ☐ **Step 5:** Communicate with Dispatch **24 hours prior to the practical test** to check aircraft availability or to receive an aircraft assignment.
- ☐ **Step 6:** On the day of the flight, make sure you have the course graduation certificate, aircraft logbooks, and any documentation needed for the flight (valid gov't issues ID, log book, endorsements, etc.). **You will need to show your graduation certificate to Dispatch in order to get an aircraft.**
- ☐ **Step 7:** After successful completion of the practical test, and temporary airman certificate issuance notify the Scheduler to be placed in the next Aviation Flight Course (if needed).