



CENTER FOR AVIATION

Flight Lab Policy and Guidance

The information contained in this publication is critically important to understanding the flight training process at EKU.

Please ensure you read carefully and thoroughly

Students are responsible for adherence to this document



Revision 2024 1.0

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Welcome

Welcome to the Aviation Program at Eastern Kentucky University! The ECU Aviation program, comprised of a staff of experienced aviation professionals, is dedicated to ensuring that you receive the best aviation education possible.

Title	Name	Office Location	Phone	E-mail
Executive Director- Aviation Program	Mr. Dennis Sinnett	307 Whalin Technology Complex	(859) 622-1010	Dennis.Sinnett@eku.edu
Chief Flight Instructor	Mr. Sean Howard	KRGA Airport	(859) 622-3995	Sean.Howard@eku.edu
Assistant Chief for Instrument	Mr. Tyler Beardsley	KRGA	(859) 622-4043	Tyler.Beardsley@eku.edu
Maintenance Manager	Mr. Matt Fannin	KRGA Airport	(859) 622-2794	Matthew.Fannin@eku.edu
Aircraft Maintenance Assistant	Mr. Mark Cappel	KRGA Airport		Mark.Cappel@eku.edu
Safety Mgmt. System Manager	Mr. Wayne Sherman	KRGA Airport	(630) 248-1452	Wayne.Sherman@eku.edu
Flight Operations General Manager	Mr. Kevin Moberly	KRGA Airport	(859) 622-5911	Kevin.Moberly@eku.edu
Aviation Program Specialist	Ms. Shelly Stocker	307 Whalin Technology Complex	(859) 622-1014	Shelly.Stocker@eku.edu
Aviation Student Coordinator	Mr. Michael Cotterell	Flight Operations Building, KRGA Airport	(859) 622-2053	Michael.Cotterell@eku.edu
Flight Operations Training Assistant Student Flight Fee Account Manager	Mrs. Susan Smith Mullins	KRGA Airport	(859) 622-2542	Susan.Smithmullins@eku.edu
Flight Line Scheduler		KRGA Airport/307A Whalin Technology Complex		
Flight Dispatcher	Mrs. Shauna Smith	KRGA Airport	(859) 622-2544	Shauna.Smith@eku.edu

Where to Go for Help

The **Chief Flight Instructor** is the instructor of record for all flight training courses, ensuring compliance with the Federal Aviation Regulations (FARs) during student training and the supervision of flight instructors.

The **Assistant Chief Flight Instructors** are responsible for overseeing your individual flight progress and working with your flight instructor to ensure that you are making satisfactory progress through the flight syllabus. The Chief Flight Instructor will work closely with your assigned instructor in resolving any issues that may be encountered.

Your Flight Instructor is responsible for providing the training, guidance, and mentoring necessary to achieve the pilot certification you seek and instilling the discipline necessary for ensuring that you conduct all flight operations to the highest level of safety. Throughout your flight education experience, you are encouraged to speak with your flight instructor to answer any questions or resolve any issues you may have. If your flight instructor is not able to assist you to your satisfaction, you are encouraged to speak with the Chief Flight Instructor to resolve your question or issue.

The following information is provided to assist you in the event you are unsure of who to see or where to go to address a question, issue, or concern you may have:

Add/Drop a Flight Lab Course	Aviation Student Coordinator
Flight Safety Concerns, Safety Suggestions.....	Safety Management System Manager
Flight Fee Account Questions.....	Student Flight Fee Account Manager
Final Ground Course Grade	Faculty Instructor for Course
Flight Lab Grade	Aviation Student Coordinator
Grounding	Flight Line Dispatcher
Flight Instructor Assignment	Scheduler
Flight Instructor Change Request.....	Scheduler
Check ride Information	Your Flight Instructor
Registration	Program Specialist

Requirements to Begin Flight Training

PRIOR TO THE START OF THE YOUR FIRST SEMESTER:

1. Apply and be accepted to the University

- a. See <https://admissions.eku.edu>

2. Register for and attend an Orientation session

An orientation session introduces ECU and all it has to offer. It is also an opportunity to meet with faculty and/or staff from the Aviation program to assist you. **Aviation orientation is required for all first-time attendees of ECU and dates coincide with overall ECU orientations.** Please see <https://orientation.eku.edu/> for further information on how to register.

3. Adherence to Height and Weight Limits

Students taller than 6'3" will be assessed during Orientation for comfort level inside the aircraft and the ability to fully manipulate the controls and ensure visual reference inside and outside the aircraft. Due to aircraft operational limitations, students weighing more than 275 lbs. may be denied training. Students actively enrolled in the program, must understand that due to weight and balance issues, flight training may need to be suspended until weight loss has occurred. Should any student exceed the weight limits during flight training, suspension of flying may take place. Otherwise, student understands the expenses that will be incurred, and flight training may come to a halt due to weight limitations during check rides and/or spin training mandated by FAA requirements.

4. Apply for financial aid (if needed)

- a. ECU Aviation flight lab fees are charged to your ECU student account and are paid for in the same manner as tuition, room and board, and other University fees.
b. Additional Financial Aid information can be found at <https://finaid.eku.edu/>

5. Complete the University's Housing application (if needed)

- a. <https://housing.eku.edu>
b. Aviation has a Living Learning Community for all Aviation majors called "The Flight Deck." All first-time freshmen are highly recommended to take advantage of this opportunity. Additional information can be found at <https://housing.eku.edu/flight-deck>

6. Obtain Documents required to be cleared to fly

- a. An unexpired government issued photo ID- (Driver's license is most used)
b. Proof of Citizenship – Unexpired US Passport, Original Birth certificate or another document found on TSA Website
i. Non-US Citizens - Apply for Transportation Security Agency (TSA) approval. All international students must receive permission to participate in flight train from the TSA. **This can take several months.** It is important that all international students diligently work on this multi-step process to prevent delays in training. All ECU flight training is Category 3. See <https://fts.tsa.dhs.gov/home/dod>
c. FAA Medical- 3rd Class is required.
i. Pre-exam questionnaire - <https://medxpress.faa.gov/>

- ii. Schedule exam with Aviation Medical Examiner (AME)-AMEs can be found at:
<https://www.faa.gov/pilots/amelocator/>
- iii. It is recommended that students receive a 1st class medical for the initial medical certificate. Most future employers will require a 1st class medical certificate thus we recommend ensuring that a 1st class medical is attainable by the student prior to start of any long-term flight training syllabus.
- iv. **Any medical certificates with limitations that include color blindness and/or night vision restrictions will not be accepted by the program.**
- d. **Review** the [EKU Aviation Drug & Alcohol Testing Policy](#)
 - i. The Program recognizes that students are involved in safety sensitive activities, including, but not limited to, the operation, maintenance, or servicing of any aircraft, must be able to do so in a drug and alcohol-free environment.
- e. **Review** the [EKU Aviation Standard Operating Procedures](#)
 - i. These procedures are designed to promote safety and efficiency while complying with both University and Federal Aviation Administration (FAA) regulations.
- f. **Review and complete** the EKU Aviation Flight Lab Policy and Guidance Acknowledgement
 - i. EKU Aviation believes strongly in protecting its students, faculty, staff, and the public.
- g. Create a Flight Schedule Pro Account
 - i. Go to the [Flight Schedule Pro](#) Webpage
 - ii. Click *Log in*
 - iii. Click *Create Account*
 - iv. Use Company ID 42227
 - v. Use your ECU Email account and personal cell phone number
 - vi. Upload an appropriate profile picture
 - vii. Please include your ECU ID after your phone number (ie. (859) 123-4567 901234567)
 - viii. Please allow up to 48 hours for the account to be activated
- h. Students who hold a private pilot certificate must present the certificate to the Flight Training Center before receiving approval to register for instrument ground or an instrument flight lab. You will submit this during an override appointment which will be discussed during orientation and/or during second week of ground school.
- i. At the beginning of the fall semester, new flight students will be asked to bring all the documents listed below to a special session with training center staff to expedite enrollment into flight labs. Notification of the dates and time of these sessions will be given via email. Attendance in one of these sessions is mandatory to secure a flight block. For other academic terms, documents should be submitted to aviationdocs@eku.edu prior to the initial flight lab override appointment (this will be covered in ground class with first year students) with the appropriate signatures as required. (Any documents requiring a witness should be left blank and will be filled out during the initial flight lab override appointment).
 - i. Students must have the following documents prior to flight training:
 1. An **unexpired** government issued photo ID (in color, front and back)
 2. Birth Certificate or Passport (**must bring original to receive override for initial flight lab/Passport must not be expired**)
 3. Medical (6.c) **No night or color restrictions will be accepted**

4. Insurance Aviation Binder (obtained from your insurance carrier, see page 8 (4.c)) Do not purchase until a flight lab override has been scheduled
5. ECU Aviation Flight Lab Policy and Guidance Acknowledgment (see page 26)
6. Private Pilot Certificate, if applicable (in color, front and back)

FLIGHT LAB REGISTRATION GUIDELINES:

1. Register for Academic Classes

- a. Students will need to register for their academic classes and all co-requisite courses via myEKU. Students should meet with their academic advisor during published advising times for recommendation on their next semester's courses to stay on track for graduation and qualify for the Restricted ATP. This advisor also issues the RAC (Registration Access Code) required to obtain access to the registration screen. Students may only register for one flight lab at a time.
- b. All aviation academic courses, inclusive of AVN ground school classes and GEO 315, must be successfully completed with a grade of "C" or better to register for a flight lab and to continue flight training.
- c. As stated in university policy, a student may enroll in the same course for a third time (second repeat) only under extraordinary circumstances. See applicable university guidelines for further direction.
- d. Students are responsible for ensuring a change of grade form has been completed for each flight lab. Flight lab grades automatically turn into an "NC" per university guidelines after one year of registration. Students risk having to re-register for a flight lab, incurring all flight lab fees and university fees, if the grade change hasn't been submitted in a timely manner. Please see the aviation student coordinator if a change of grade hasn't been reflected in DegreeWorks.

2. Student eligibility for the flight lab requested is verified by program staff. Eligibility is determined by the following factors:

- a. To begin or maintain flight training, student must be an Aviation – Professional Flight Major or Minor.
- b. Student submits all required documents as listed in **Requirements to Begin Flight Training** (page 5)
- c. At the time of request, for registration student's ECU GPA is at or above the minimum required of 3.0 for all new students beginning Fall 2023. For those students who began flight training prior to Fall 2023, a 3.0 GPA effective Fall 2024.
 - i. Incoming freshman with no collegiate GPA must have a minimum ACT Math score of 22 or SAT Math score of 530.
 - ii. Incoming freshman with no collegiate GPA or ACT on record must have a letter grade of "C" in MAT 114 or must pass MAT 111A/111B/112A/112B before enrolling in AVN 161 or AVN 161A.
- d. Must be in "Good Academic Standing" within the Department and University and all classes required by the aviation program must have a grade of "C" or better.
- e. Student meets the pre-requisite and co-requisite requirements of the flight course they are requesting (see page 15).
- f. Student falls within the application weight and height guideline as listed on page 5.

3. Register for Flight Labs

- a. Students will not be able to register for flight labs until they have satisfied all prerequisites, registered for all co-requisites, and submitted all required documents (see list of prerequisites). ECU has a rolling flight lab policy that permits students to enroll on designated dates throughout the semester. Please note that per VA guidelines VA students are not eligible to register for flight labs during finals week.
- b. Flight lab overrides will be completed during designated Flight Lab Days (see Flight Lab Override Day schedule <https://ekuflightlab.setmore.com/>)
- c. Once a student has received the override and registered for a lab, *they must wait* until the following day to schedule the initial flight event due to insurance activation.
- d. Once registered, a student must complete the first flight (flight/simulator) event for the lab within one week (7 days).

4. Paying for Flight Labs

- a. All flight labs have a published course fee that can be found at <https://aviation.eku.edu/aviation-flight-fees>. These fees are an estimate of how much each flight lab will cost based on the minimum number of hours required to complete the lab. Students may need additional hours to complete a flight lab based on individual circumstances.
- b. All flight labs also have a University Insurance fee. This appears on the student's account as a \$300 insurance fee each time they register for a flight lab.
- c. Students are also required to purchase personal flight insurance. The directions and link to purchase the insurance can be found at <https://www.eku.edu/aviation/current-students/>. Minimum required coverages are as follows:
 - ii. Single-engine: \$153.00/year
 - iii. Multi-engine: \$225.00/year

Note: The insurance company will send a copy of the binder letter to the aviation office but there is a delay. For faster flight clearance for **first time fliers**, please forward the email with the binder letter attached to AviationDocs@eku.edu. For all other students, please forward your binder to your flight instructor where they will upload.

- d. If a student's flight fee account falls below \$350.00 a financial hold will prevent any flight event from being scheduled. To have the hold lifted, additional flight fees can be requested <https://www.eku.edu/aviation/current-students/> Please allow a 24 to 48 hour turnaround for funds to be added.
- e. [If a student makes a funds request and shows dispatch personnel the receipt, the student may fly only one time prior to the Flight Fee Account Manager processing the request and depositing money in the student's Flight Schedule Pro account.](#)

Flight Lab 19-Week Deadline

Students must complete each flight lab within 19 weeks (133 days) from the date of the first event (flight/simulator) conducted in support of flight lab.

- If the student has not successfully completed the lab within the established 19-week timeline and the assigned instructor determines that additional time is warranted, a grade of “**IP**” may be assigned under the following conditions:
 - Documented extenuating circumstances:
 - Student family event (i.e. death in family, serious illness, etc.)
 - Significant weather event resulting in extended period of weather cancelation of flight events
 - Other circumstances as determined by the Pilot Review Board
- If the student fails to complete the flight lab within the 19-week timeline and there are no extenuating circumstances, then the student will receive one of the following grades:
 - “**U**” unsatisfactory/failure - issued at the end of the period for students who attempted to complete the course but was not successful. Student is required to discuss with Pilot Review Board to determine whether they are eligible to re-register for the lab
 - “**NC**” no credit - issued at the end of the period for students who did not make a good faith attempt to complete the course. Student is required to discuss with Pilot Review Board to determine whether they are eligible to re-register for the lab

EXTENSION REQUEST:

Students that anticipate their training will exceed the 19-week deadline due to supported/documented mitigating circumstances must submit a “Request for an Extension” to the 19-week deadline, this form can be located with the Aviation Student Coordinator. Students must submit an extension request well in advance of the deadline (at least 3 weeks). Students should know that extensions will only be approved under exceptional circumstances.

It is the student’s responsibility to track and monitor their progress through the syllabus and to ensure completion of the flight lab, inclusive of the FAA check ride where applicable, within the 19-week deadline.

Financial Aid

Please visit the ECU Office of Student Financial Assistance information page (<https://finaid.eku.edu>) for specific information regarding available student financial assistance. It is recommended that all students apply for necessary financial aid as soon as possible to ensure eligibility for flight labs.

A request for increased cost of attendance is assessed by the Financial Aid Office when a student has registered for a flight lab and the fees have been charged to their student billing account. No action is required from the Aviation program or staff.

Any further questions regarding financial assistance should be directed to the ECU Office of Student Financial Assistance:

ECU Office of Student Financial Assistance

521 Lancaster Ave.

Charles Douglas Whitlock Bldg. CPO 59, Room 251

Richmond, Ky 40475

Phone: (859) 622-2361

Fax: (859) 622-2019

finaid@eku.edu

International Students

International students (non-U.S. citizens) must have **Transportation Security Administration (TSA)** approval to register for and begin flight training in the private, instrument, and multi-engine ground courses and flight labs.

If you are not a U.S. citizen, the process to receive approval from the Transportation Security Administration (TSA) can take up to several months. It is recommended that students apply for Alien Flight Student Program (AFSP) approval at least six weeks prior to the start of the requested lab semester. Candidates must complete all steps outlined on the TSA's website:

<http://www.flightschoolcandidates.gov>

All EKU flight training is categorized as **Category 3**. After application, approval from the TSA will be received by the EKU flight training AFSP representative. Please note that the application for approval does not allow a non-U.S. student to begin flight training. Only a "**Permission to Initiate Training**" notification to the flight school will allow training to start.

Non-U.S. citizens are required to receive their "Permission to Initiate Training" prior to applying for their lab for the semester. Non-U.S. citizens are encouraged to contact the Office of International Student and Scholar Services at 859-622-1478 or international@eku.edu

NOTE: A non-U.S. citizen does not need to wait until a previous certificate is complete in order to apply for the next required AFSP approval.

Aviation English Language Standard (AELS): As required by the FAA, to be eligible for an FAA certificate, all applicants must be able to read, speak, write and understand the English language. As directed by the FAA Advisory Circular, 60-28B, all students are required to demonstrate AELS competency prior to the start of any flight lab.

For more information contact the Office of International Student and Scholar Services 859-622-1478 or international@eku.edu

VA-Funded Students

All students who plan to utilize Department of Veterans Affairs (VA) funding for flight lab fees are required to obtain and submit a Certificate of Eligibility, issued by the Department of Veterans Affairs, to the ECU Office of Military and Veterans Affairs (OMVA). It is highly recommended that all VA student visit ECU OMVA prior to registering for any academic classes or aviation flight labs.

VA students must sign a Memorandum of Understanding (MOU) for each flight lab. The MOU outlines specific requirements for participation in flight training as directed by the Veterans Administration.

The VA will only pay for flight hours as outlined in each syllabus. As per VA policy, the VA will not pay for additional flight hours above those listed in the syllabus. It will be the student's responsibility to pay, via private funding, for any flight hours necessary that exceed those in the syllabus. As each student progresses at a different pace, there is no guarantee that a student will finish a given lab within the prescribed hours of the syllabus.

All students are required to complete a flight event (flight, ground, simulator) every seven days.

NOTE: There are specific costs associated with flight labs that VA funds do not cover including:

- Required flight lab materials: please reference lists provided on page 18.
- FAA required written exams: approximately \$175 each attempt, paid to the FAA testing center.
- FAA required practical test examiner fee(s): approximately \$800 - \$1200, depending on rating, paid directly to an FAA approved Designated Pilot Examiner, not associated with ECU.
- Cost of aircraft rental fee for practical test: cost depends on the type of aircraft required and amount of flight time is required to complete the check ride.

Flight Lab Costs

The average flight hours for each course are indicated below. Completion of student training is based upon the individual student's progress. It is the student's responsibility to pay for any additional flight hours that exceed those listed in the syllabus as estimated on the Flight Fees sheet. As each student progresses at a different pace, there is no guarantee that a student will finish a given lab within the prescribed hours of the syllabus.

In order to maintain consistent progress, one of the requirements for students to be admitted to and remain in each flight lab course is to maintain necessary funds in their flight account to finish the lab and attain the rating for which that flight lab prepares them. The fees listed below are based on the 'average student' making steady progress through the syllabus. These fees will be assessed when the student registers for each of the flight labs. In the event a student's progress requires additional flight hours, it is the student's responsibility to ensure they have the required funds available in their flight fee account to proceed with training. If a student's flight fee account falls below \$250.00 a financial hold will prevent any flight event from being scheduled - additional flight fees can be requested <https://www.eku.edu/aviation/current-students/>.

In the event that a student completes the necessary training with a positive balance, any remaining funds would be refunded to the student. It is the student's responsibility to ensure the Retention & Records Coordinator initiates the request to Student Accounting for the remaining funds to be refunded to their ECU student billing account. Prior to any refunds being forwarded to student accounting, a full audit of the student's account will be performed. ***The exception to the previous statement are the VA students. Any monies that are left from the current flight course will be returned to the VA when the flight course has been completed, unless it was additional funds added through funds requests.***

The minimum amounts that must be deposited into a student's flight account for each of the flight labs are as follows (effective for Fall 2022 semester):

Course	Title	Course Item	Cost
AVN 161	Private Pilot-SEL Ground	Curriculum	\$375.00
AVN 161A	Private Pilot-SEL I	20 Flight Hrs.	\$3,920.00
AVN 162A	Private Pilot-SEL II	1 Sim Hrs./25 Flight Hrs.	\$4,770.00
AVN 220	Instrument Pilot-SEL Ground	5 Sim Hrs./Curriculum	\$825.00
AVN 221A	Instrument Pilot-SEL Flight I	5 Sim Hrs./13 Flight Hrs.	\$3,018.00
AVN 222A	Instrument Pilot-SEL Flight II	5 Sim Hrs./24 Flight Hrs.	\$5,194.00
AVN 300	Commercial Pilot-Ground	Curriculum	\$375.00
AVN 301A	Commercial Pilot-SEL Flight I	32 Flight Hrs.	\$5,572.00
AVN 302A	Commercial Pilot-SEL Flight II	25 Flight Hrs.	\$4,320.00
AVN 303A	Commercial Pilot-SEL Flight III	28 Flight Hrs.	\$5,028.00
AVN 304A	Commercial Pilot-SEL Flight IV	39 Flight Hrs.	\$7,064.00
AVN 305	Multi-Engine Ground	6 Sim Hrs./Curriculum	\$690.00
AVN 305A	Commercial Pilot Multi-Engine	25 Flight Hrs.	\$10,115.00
AVN 415	Certified Flight Instructor Ground	Curriculum	\$300.00
AVN 415A	Certified Flight Instructor	5 Sim Hrs./15 Flight Hrs.	\$4,182.00

Optional Instructor Ratings			
AVN 421	Instrument Instructor Ground	Curriculum	\$175.00
AVN 421A	Instrument Instructor	10 Sim Hrs./10 Flight Hrs.	\$3,060.00
AVN 423A	Multi Engine Instructor	10 Sim Hrs./10 Flight Hrs.	\$4,680.00

- The flights fees are what the ECU Financial Aid Office will use to determine financial aid amounts for flight lab courses (see page 13).
- Students using VA benefits for flight training costs will work directly with ECU's Office of Military and Veterans Affairs (OMVA) to determine eligibility and funding.
- VA students must return all unused funds for each specific flight lab. Funds cannot be applied to other flight labs.
- Any hours incurred above these hours will be the financial responsibility of the VA-funded student.
- In addition to the flight fees, all flight labs that end in "A" are charged a \$300.00 insurance fee.

Additional Costs Associated with Flight Labs

When a student enrolls in any university class, there are additional costs associated with the class for books and supplies. Similarly, each flight lab course will require materials necessary to complete training in addition to flight costs (headset, aviation charts, books, etc.). Please reference the **Required Flight Lab Materials** for each flight lab course on page 18. Each student will be required to have the listed items for each flight lab by the end of the first week of class. *Most* materials may be purchased anywhere the student wishes. The flight kit **MUST** be purchased at KRGA. Some of these materials are separate purchases from the flight lab fees and **MAY NOT** be purchased through the student's flight account.

Private, Instrument, Commercial, CFI, and CFII all have FAA written exams associated with them. You can find more information about the procedures in the written exam section. These exams have a cost of \$175.00 at any FAA Testing Center <https://faa.psiexams.com/faa/login>.

In addition, students will pay an average of \$800-\$1200 for examiner fees for each FAA check-ride. ECU does not set these fees. The fees are for independent examiners, and are not payable through the student's flight account, but must be paid out of pocket by the student at the time of the event. FAA Examiner fees are normally paid in cash by the student, directly to the Designated Pilot Examiner (DPE). Please plan accordingly to have payment at the time of check ride to pay these required fees. Some DPE's require ½ payments to secure a check ride date.

To provide the Professional Flight concentration, ECU must secure aircraft and associated assets to meet student enrollment. If a student drops a flight lab any unused flight fees are refunded based on the 16-week flight lab schedule below from the registration date:

Last day to DROP a flight lab
Last day for 100% refund (9 days from the date of registration).
Last day for 75% refund (17 days from the date of registration).
Last day for 50% refund (25 days from the date of registration).
Last day for 25% refund (33 days from the date of registration).

If a student does not complete a flight event in 16 weeks any unused flight fees are forfeited and the student's flight fee account shall be zeroed.

Prerequisite by Syllabus

Private:

AVN 161: Private Pilot: Ground Part 61

Option I: ACT Math of 22 or higher or SAT Math of 530 or higher or KYOTE Math of 14 or higher AND high school GPA of 3.0 or higher. Department approval.

Option II: Completion of MAT 114 with a grade of "C" or better AND ECU GPA of 3.0 or higher. Department approval.

Option III: Transfer students must have received credit for MAT 114 or higher with a grade of "C" and an ECU GPA of 3.0 or higher or ACT Math of 22 or higher. Department approval.

Option IV: VA students with transfer or military credit should contact the Aviation Program Specialist for advising. Department approval.

AVN 161A: enrolled in or have completed AVN 161. **Completed 8 VR lab hours.** Department approval.

AVN 162A: completed AVN 161A, passing grade on the FAA Knowledge Exam (Private) and ECU GPA of 3.0 or higher. Department approval.

Instrument:

AVN 220: Instrument Pilot Ground

Option I: Completion of Private Pilot's Certificate. GPA of 3.0 or higher. Department approval.

Option II: Incoming students that have earned FAA Private Pilot certificate. ACT Math of 22 or higher or SAT Math of 530 or higher AND high school GPA of 3.0 or higher. Department approval.

AVN 221A: Completion of Private Pilot's Certificate, enrolled in or have completed AVN 220 and ECU GPA of 3.0 or higher. Department approval.

AVN 222A: AVN 221A, Passing grade on the FAA Knowledge Exam (Instrument) and ECU GPA of 3.0 or higher. Department approval.

Commercial:

AVN 300: Commercial Pilot Ground: Completion of AVN 220 with a minimum grade of "C" and AVN 221A, FAA Knowledge Exam (Instrument) and an ECU GPA of 3.0 or higher. Department approval.

AVN 301A: Completion of Instrument Pilots Certificate, enrolled in or have completed AVN 300, and an ECU GPA of 3.0 or higher. Department approval.

AVN 302A: AVN 301A and an ECU GPA of 3.0 or higher. Department approval.

AVN 303A: AVN 302A, passing grade on the FAA Knowledge Exam (Commercial) and an ECU GPA of 3.0 or higher. Department approval.

AVN 304A: AVN 303A and an ECU GPA of 3.0 or higher. Department approval.

Multi-engine:

AVN 305: Multi-engine Ground: Completion of 302A, Passing grade on the FAA Knowledge exam (Commercial) and an ECU GPA of 3.0 or higher. Department approval.

AVN 305A – Completion of Commercial Pilots Certificate, enrolled in or have completed AVN 305. Department approval.

Certified Flight Instructor:

AVN 415: Instructor Pilot-Ground: Completion of 302A, Passing grade on the FAA Knowledge exam (Commercial) and an ECU GPA of 3.0 or higher. Department approval.

AVN 415A - Completion of Commercial Pilots Certificate, enrolled in or have completed AVN 415, and Department approval.

Other:

AVN 421 – Instrument and Multi-engine Instructor Pilot: Department approval.

AVN 421A – Instrument Instructor: Department approval.

AVN 423A – Multi-engine Instructor: Department approval.

NOTE: According to university policy, students may attempt ground school completion for a “C” or above two times. Enrollment in the same course for a third time (second or subsequent repeat) will be permitted only under extraordinary circumstances. See applicable university guidelines for further guidance.

Students are required to maintain a cumulative ECU GPA of 3.0 after completion of each semester. If a student’s cumulative ECU GPA is 2.99 or below after the completion of a semester, the student may complete their current flight lab if flight training has commenced prior to last day of the semester. They will not be able to register for the next flight lab until they have raised their ECU GPA to a 3.0 or higher. **Students who are assigned a grade below a “C” in ANY aviation courses or GEO 315, may complete their current flight lab if flight training has commenced prior to the last day of the semester. Students will not be able to register for the next flight lab until they have re-registered for the course and receive a “C” or better. A student may request a review at mid-term to determine if flight training may resume. However, the decision to resume flight training rest solely with the program leadership based on resource availability.**

Aircraft Wash Policy

To reduce the cost of flight training and to provide students an educational experience in aircraft maintenance, ECU Aviation conducts periodic aircraft washes which will require student participation. Participation in these aircraft washes is required for all Professional Flight students. Students will be expected to perform, on average, one (1) aircraft wash per year.

Students will be assigned a date at their flight lab override day if one has not been completed in the last academic year. Once a student has been assigned a date, they will be expected to attend the full 2-hour block of the assigned aircraft wash. If students fail to complete the assigned wash, they will be placed on the remedial wash list (refer to Remedial Wash Policy).

Aircraft wash:

1. Students will meet in Flight Operations building on the assigned day/time
2. Roll call will be performed within the first 10 minutes of the scheduled start time.
3. Students will be instructed by the wash supervisor on the expectations and precautions of the wash.
4. Students will perform the wash under the direction of the wash supervisor. Students will be expected to be professional in both demeanor and work ethic for the duration of the wash.
5. Students will be signed off once the wash is completed. A complete wash is either the full 2-hour block, or when the wash supervisor is satisfied with the condition of the aircraft, whichever comes first.
6. Students will be handed a receipt of the sign off. Please keep this receipt in case verification is needed in the future.

Having completed a wash, the student will be removed from the aircraft wash roster until the roster resets at the beginning of the next academic year.

Remedial Wash Policy

Once students have been placed on the remedial wash list, they will be contacted by the Aircraft Maintenance Assistant. The Aircraft Maintenance Assistant will coordinate with any students on the remedial wash list to select a day and time to complete a remedial wash. If a student fails to coordinate with the Aircraft Maintenance Assistant the student may be grounded, pending review by senior staff. Once assigned a remedial wash day by the Aircraft Maintenance Assistant, students will be expected to follow the steps for a normal wash (refer to Aircraft Wash Policy). Once the wash is complete the students will be removed from the aircraft wash roster until the roster resets in the start of the following academic year. If a student fails to complete this remedial wash the student may be grounded, pending review by senior staff.

VR Lab Required Training PRIOR to registration of AVN 161A.

Student Name: _____

Ground Instructor: _____

AVN 161 Private Pilot Ground VR Lab/Gleim Flight Training Checklist

Objective:

Prior to beginning flight training with your instructor, you will be required to complete 8 training lessons in the Virtual Reality Flight Lab using the Gleim Private Pilot training software. These introductory lessons will familiarize you with the aircraft instruments and flight controls, flight maneuvers and procedures, and the fundamental knowledge of flying. This training is intended to build a foundation of skills and knowledge before entering the airplane with your instructor.

Directions:

1. Sign into the VR Lab using the QR Code at the front of the lab during the normal operating hours. The VR Lab will have the operational hours posted on the entrance doors.
2. Sign into your Gleim account by double-clicking the "Gleim XFTC" icon on the desktop. Your username is your **student email**, and your password is **123**.
3. Begin the specified lessons in the table below in order. Each lesson is associated with a series of short videos that must be watched **before** beginning the flight lessons. These videos have critical information for the flight lessons and skipping them will hinder your training. It is **highly recommended** that you bring a pair of wired or Bluetooth headphones. Notify a VR Lab worker if you need assistance setting up Bluetooth.
After watching the accompanying videos, begin the flight lesson by clicking the orange "Start Lesson" button at the bottom of the window. Fill in the checklist below as you progress through your training.
4. Once you have completed all lessons, sign, and date the bottom of this page. Present this sheet to a VR Lab worker for them to begin the verification process of your training. Once they have verified your training and signed this sheet, **turn this checklist in at your lab override into the 161A flight lab.**

Gleim Lesson Checklist

<u>Lesson</u>	<u>Completion Date</u>
1. Introduction to Flight	
2. Four Fundamentals of Flight	
3. Basic Instrument Maneuvers	
4. Slow Flight and Stalls	
5. Emergency Operations	
6. Performance Maneuvers	
7. Review	
8. Go-Around and Forward Slip to a Landing	

Student Signature: _____

Date: _____

VR Lab Worker Signature: _____

Date: _____

Written Exam Procedures

1. Complete three practice tests for the specific exam you desire to take with a score of 90% or above. An instructor may request these exams be in-person at their discretion. These can be completed on Sporty's Study Buddy, Shephard Air, or Jeppesen training.
2. Any student enrolled in a ground class should present your practice test scores to your GROUND INSTRUCTOR for endorsement to take the test. Any student not enrolled in a ground class should present your practice scores to the Chief or an Assistant Chief for endorsement to take the test. Flight instructors are not responsible for endorsements.
3. FAA Airman Knowledge Testing is available for online scheduling - <https://faa.psiexams.com/faa/login>
 - a. If you are a **new user**, and want to start scheduling your exam, click *Create an Account* (In order to create an account, you will need your **FAA Tracking Number**). Otherwise, click *Sign In*.
 - b. You may need to verify your IACRA information - <https://iacra.faa.gov/IACRA/Default.aspx>
 - c. You will select your testing site when you register for the exam
 - i. will be able to view available time blocks for each testing site
 - ii. payment is due upon registration
 - iii. submit/email the results to your professor and the appropriate course Assistant Chief, pass or fail.
 - iv. student should keep the original for their records

Kentucky PSI CATS Testing Sites

Eastern Kentucky University

Whitlock Building 340
Richmond, KY 40475
Site Code: ABS40401
Phone: (859) 622-1281
Fax: (859) 622-8830

NexGen Aviation LLC

4144 Aviator Road
Lexington, KY 40510
Site Code: LAS40502
Phone: (859) 281-1177
Fax: (859) 721-1403
Email: kelligillispie03@gmail.com

Kentucky Airmotive, Inc.

709 Airport Road
Mount Sterling, KY 40353
Site Code: LAS40302
Phone: (859) 498-1000
Fax: (859) 498-2969
Email: lhil1967@hotmail.com

Somerset Community College - KCTCS

800 Monticello Street
Somerset, KY 42501
Site Code: LAS42503
Phone: (606) 451-6850
Fax: (606) 451-6941
Email: matt.rodriquez@kctcs.edu

Louisville Aviation

2700 Gast Blvd
Louisville, KY 40205
Phone: (502)-905-8747
Site Code: ABS40204
Fax: (888) 567-0880
Website: www.louisvilleaviation.com

Required Flight Lab Materials

- **All Students:**
 - Logbook (included in Jeppesen Pilot Training Course kit)
 - Headset
 - View-Limiting Device
 - E6-B Flight Computer (included in Cessna Private Pilot Training Course kit)
 - EKV Flight Kit (EKU Aviation bag, fuel stick, GATS jar, sic-sac, checklists, EKU Aviation lanyard)
- **Private Students:**
 - Jeppesen Private Pilot Training Course Kit
 - Included in AVN 161 fee and given to students on first day of class
 - Current Sectional Aeronautical Chart – St Louis or Cincinnati, as required
 - VFR Plotter (Included in Jeppesen Private Pilot Training Course kit)
- **Instrument & CFII Students:**
 - Jeppesen Instrument/Commercial Pilot Training Course Kit
 - Included in AVN 220 fee and given to students on first day of class
 - Current IFR Enroute Low Altitude Charts – As Required (or ForeFlight/Garmin subscription)
 - Current Terminal Procedures (Approach Plates) – As Required
 - iPad or tablet (Ensure apparatus is compatible with ForeFlight)
- **Commercial Students:**
 - Jeppesen Instrument/Commercial Pilot Training Course Kit
 - Current Sectional Aeronautical Charts, as appropriate
 - Current IFR Enroute Low Altitude Charts, as appropriate
 - Current Terminal Procedures (Approach Plates), as appropriate
- **CFI Students:**
 - *See course outline for required texts and materials*
- **Multiengine & MEI Students:**
 - Jeppesen Guided Flight Discovery Multi Engine book
 - PA-44-180 (Piper Seminole) Information Manual
 - EKU Piper Seminole Checklist and Standardization Manual
 - Current Sectional Aeronautical Charts, as appropriate
 - Current IFR Enroute Low Altitude Charts, as appropriate (**Multi-engine Students Only**)
 - Current Terminal Procedures (Approach Plates), as appropriate (**Multi-engine Students Only**)

EKU Flight Lab Attendance Policy

This policy applies to all students receiving flight instruction at EKU

***** (READ ENTIRE SECTION CAREFULLY) *****

Overview

The Aviation program at EKU requires that a student must be "in good standing within the department" and make "consistent and satisfactory progress in flight training." To remain in good standing, a student must maintain an EKU GPA of 3.0 or higher, have an appropriate current FAA medical, and maintain enough funds in their flight account to complete the flight course. Consistent and satisfactory progress in flight training is defined as meeting the lab attendance policy as defined below, being prepared for, and attending all ground or flight training sessions, as well as adhering to all FAA and EKU rules, policies, and procedures.

Block schedules will begin as early as 0700 and all students are expected to fly as availability dictates for both instructors and aircraft.

The attendance policy below sets reasonable limits to afford the student the best opportunity to finish the Professional Pilot program in the allotted time. It is understood that occasionally there will be unforeseen circumstances that hinder progress. Interruptions in training will be handled in a fair and equitable manner. The success of the Professional Pilot program depends upon the combined efforts and dedication of both the students and flight program personnel.

All controllable cancellations by students must be authorized by the Flight Operations Manager. Controllable cancellations by instructors must be approved by the Chief, an Assistant Chief, or the Operations Manager. Students may be charged a no-show fee outlined in paragraph 5 of this section for controllable cancellations at the discretion of the Operations Manager or the Chief/Assistant Chiefs. More than 3 controllable cancellations within a flight lab may also result in said student or instructor losing the flight block. Controllable cancellations are cancellations that could be prevented by the student or instructor making their flight block a priority. Examples of controllable cancellations include: work conflicts, out of town, other appointments, vacation, lack of funds in flight account, student/instructor not available, unprepared, not checking EKU email/FSP for scheduled flights, etc. Student still may incur a charge.

Once a flight or ground session is scheduled with an instructor, it falls under the attendance policy indicated below:

The email generated by Flight Schedule Pro is considered official notification that a flight event is scheduled. **The instructor is NOT required to make additional efforts to contact the student via phone or text.** It is extremely important that all EKU Pro-Flight students ensure they provide a correct EKU email address and receive all email correspondence generated by Flight Schedule Pro.

After a second recorded absence, a Professional Flight Student will be counseled by the Chief Pilot or appropriate Assistant Chief. After a third recorded absence, the student will be awarded an "NC" for the flight lab. All flight fees are then forfeited. Absence definition are as follows:

DEFINITIONS

No Show: A student does not show up for a scheduled meeting with their flight instructor. An absence will be investigated and recorded by dispatch.

Unprepared Absence: A student arrives unprepared for the flight or ground session that is scheduled to be conducted (i.e., if a flight plan is not complete by the scheduled flight time, or if assigned homework has not been completed). An absence will be recorded. An Unprepared Absence will also be recorded if the student is late for the scheduled time of instruction and or flight time unless there is a valid reason. All students should report to the FTC a *minimum* of 30 minutes PRIOR to their block time (or as decided with their flight instructor).

Late cancellation: A student does not notify their instructor of a necessary cancellation at least 12 hours prior to the scheduled flight or ground session. In this case, the student will have an absence recorded and charged a no-show fee.

Cancellation due to illness: A student MUST visit a medical professional and obtain a written statement and submit this to the Records and Retention or Scheduler for an absence to be waived for medical reasons.

NOTE: The Chief Flight Instructor may waive an absence charge that has been issued if it's determined the student's absence was due to extenuating circumstances. Examples of extenuating circumstances may include but are not limited to death in the family, illness requiring professional medical assistance, etc. Students requesting a waiver of the charge should email the request to the Chief Flight Instructor from an official ECU email account.

CHARGES FOR ATTENDANCE POLICY INFRACTIONS

Students will be charged the fees indicated below associated with absences/cancellations:

No show / Unprepared Absence / Late Cancellation/ Ground Session No Show/ Illness (without doctor's excuse): the student will be issued an absence and a \$100 charge will be assessed.

STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THEIR RESPECTIVE FLIGHT LAB IF THEY HAVE MORE THAN THREE UNEXCUSED ABSENCES/CANCELLATIONS FOR ANY REASON.

Any combination of three or more absences will result in a student losing his/her flight lab assignment and receiving a grade of "NC." This will require re-enrollment in the lab in a later semester. If a student anticipates that they will exceed three absences/cancellations, that student needs to notify the Chief Instructor as soon as possible to discuss withdrawal from the lab in lieu of receiving a grade of "NC". If the student has surpassed the last day to drop a flight lab schedule, all fees are forfeited. If the student receives a grade of an "NC" due to lack of completion of the flight lab both for absences or the lack of flying, all fees are forfeited.

Flight Training Center Dress Code & Personal Hygiene

The way students dress for flight training influences behavior in learning. Students are expected to arrive at the FTC dressed in a manner that reflects pilot professionalism.

Students must adhere to the following to complete flight training at the Flight Training Center:

1. Wear ECU Aviation lanyard and ID badge
2. Wear business casual pants (slacks or shorts) Shorts that are shorter than the fingertips when your arms are straight down, are unacceptable
3. Wear button-up, collared shirt or dress shirt (short or long sleeve) No strapless/spaghetti straps/sleeveless and mid-riff must be covered
4. Wear closed toed shoes
5. Maintain personal cleanliness
6. Neat and groomed hair, sideburns, moustache, and beards (no extreme artificial colors)
7. No facial piercings (may utilize piercing retainers)
8. No heavily scented perfumes, colognes, and lotions

Violations of Dress Code:

Student attire that does not meet this standard is not to be worn. Violation of dress standards may result in a warning and/or the scheduled flight marked as an Unprepared Absence

- First Offense = Written warning
- Second Offense = Scheduled flight marked as Unprepared Absence and the student will be assessed a \$50 charge
- Third Offense = Scheduled flight marked as Unprepared Absence and the student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate
- STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THEIR RESPECTIVE FLIGHT LAB IF THEY EXCEED THREE OFFENSES FOR ANY REASON

Examples of Violations:

- Oversized, sagged, or baggy pants
- Open toed shoes such as sandals or flip flops
- Athletic, gym, or pajama bottoms
- Clothing that promotes drugs, alcohol, tobacco, sex, or weapons (including guns, brass knuckles, silhouettes)
- No holes or frays in any attire

Flight Training Standards of Conduct

- No fraternization between students and instructors
- All ground activities must be held either in the Flight Training Center Admin or Operations building or on campus during normal business hours. Otherwise, Zoom/Facetime/Teams/Google Meet should be utilized
- Dress code and personal hygiene must be adhered to
- All students should arrive 30 minutes prior to their scheduled block unless approved by their instructor
- Pay attention to flight funds. If below \$350 must request additional funds and must allow up to 48 hours for processing
- It is prohibited for students to be behind dispatch.
- Be respectful of staff spaces, a knock at the door or frame before entering is the expected behavior.

Flight Lab Grading Scale

GRADES

Grades awarded for flight labs will either be an "S" if the student completes the lab, an "IP" if the student is in progress of completing a lab, an "NC" if the student has not completed the lab, or a "U" if the student fails the lab.

A student will receive a grade of "S" for the following:

1. Successful completion of a flight lab, including any check rides

A student will receive a grade of "IP" for the following:

1. Incompletion of flight lab at the end of a semester prior to a 19 Week Deadline

A student will receive a grade of "NC" for the following:

1. Failure to complete a flight lab despite a good faith attempt to complete the flight lab

A student will receive a grade of "U" for the following:

1. Exceeding any combination of three absences, no-shows, cancellations, or dress code violations.
2. Failure to complete a flight lab within the 19 Week Deadline

GPA

Students are required to maintain an EKU GPA of 3.0 or higher after completion of each semester. If a student's EKU GPA is 2.99 or below after the completion of a semester, the student may complete their current flight lab only if flight training has commenced prior to last day of the semester. They will not be able to register for the next flight lab until they have raised their EKU GPA to a 3.0 or higher.

Note: Weather, instructor and asset availability will be considered. Flight Schedule Pro will be used to verify event cancellations due to these reasons.

If, prior to completing each stage check specified in the Training Course Outline, a student exceeds 125% of the planned curriculum hours, they will be referred to the Chief Instructor or appropriate Assistant Chief Instructor for a meeting to determine how to resolve their difficulties in training. After that meeting, if the student exceeds 150% of the planned curriculum hours before completing the relevant stage check, the student will be terminated from flight training and receive a "NC" for the course in which they are enrolled. An appeal may be made to the Aviation Program Pilot Review Board for consideration.

*If a student receives a grade of "U" for two attempts of the same flight lab, suspension or termination from the flight program will result.

Dispatch Procedure

Checking out an aircraft

- Student to check flight schedule pro to see what aircraft they will be taking for the flight block
- Student will get the aircraft binder from the shelf and take to dispatch
- Dispatcher will ask the student which aircraft so a dispatch ticket can be printed
- Dispatcher will print the ticket and ask student some questions about the flight
- Student will need to ask their instructor what type of flight (dual, solo etc.)
- Student to fill out risk assessment and weight and balance should be filled out (they are located at the dispatch desk)
- Student and Instructor will choose the airport/practice area for the Practice area Google Sheet
- Dispatch must see the following documents every time a student checks out an aircraft: Student pilot certificate, Medical documents, and Photo ID (if student does not have pilot certificate the instructor must sign a waiver)
- Dispatch will confirm electronic flight bag (iPad) Percentage (should always be above 60%) iPad is not a required item for pre-solo private flights (per ECU SOP)
- Student to check out Sentry and/or fuel card (if the binder says it is required)
- Dispatch will assign student a sentry and/or fuel card.
- Fuel card must be signed out on the sign out sheet.
- If a student and or instructor return after dispatch hours instructor will make sure keys and fuel card and receipt are placed in the appropriate box.
- Student must have a lanyard on the flight bag
- After all these items are completed, dispatch then gives aircraft keys to the instructor after the instructor signs dispatch ticket.

Checking in an aircraft

- Dispatch will ask for the type of flight again and confirm it matches the sheet
- If stage check/ check ride dispatch will give the student a questionnaire to complete
- Student will give the binder to dispatch so they can Enter Hobbs and Tach times to FSP
- Student to return sentry and/or fuel card
- Student to return aircraft keys to dispatch
- Student will be asked several questions to close out the dispatch ticket and invoice the student.
- Student will then return the binder to the shelf.

EKU Aviation Flight Lab Policy and Guidance Statement of Understanding

Initial and sign below:

- ___ have reviewed and understand the **Requirement to Begin Flight Training**
- ___ have reviewed and understand the **EKU Aviation Drug and Alcohol Testing Policy**
- ___ have reviewed and understand the **EKU Aviation Standard Operating Procedures**
- ___ have reviewed and understand the **Flight Lab 19 Week Deadline**
- ___ have reviewed and understand the **Flight Lab Costs**
- ___ have reviewed and understand the **Extra Cost Associated with Flight Labs**
- ___ have reviewed and understand the **EKU Flight School Attendance Policy**
- ___ I have reviewed and understand the **Flight Training Dress Code and Personal Hygiene**
- ___ I have reviewed and understand the **Flight Lab Grading Scale**
- ___ I have reviewed and understand the **EKU Aviation Flight Lab Policy and Guidance in its entirety**

WAIVER OF LIABILITY (Participant)

In consideration of the opportunity to participate in the Aviation Program and with full knowledge of the risks involved in the flight program, I hereby knowingly, freely and voluntarily waive any right or cause of action of any kind whatsoever as a result of such activity from which liability could accrue to Eastern Kentucky University or its agents individually.

Student Name (print): _____ **Student ID:** _____

Student Signature: _____ **Date:** _____

Witness (EKU Representative only) Signature: _____ **Date:** _____

Websites

Aviation Medical Examiner (AME) Locator	https://www.faa.gov/pilots/amelocator/
myEKU	https://experience.elluciancloud.com/eku/
Flight Safety	https://aviation.eku.edu/flight-policies
Flight Fees	https://aviation.eku.edu/aviation-flight-fees
Flight Lab Override Appointment Requests	https://ekufightlab.setmore.com/
Flight Fee Request	https://www.eku.edu/aviation/current-students/
Flight Scheduling	https://www.flightschedulepro.com/
Free Application for Federal Student Aid (FAFSA)	https://fafsa.gov/
Integrated Airman Certification & Rating Application	https://iacra.faa.gov/iacra/Login.aspx
MedXpress - Medical Pre-exam Questionnaire	https://medxpress.faa.gov/
TSA (International Students)	http://www.flightschoolcandidates.gov
Written Exam Testing Centers	https://faa.psiexams.com/faa/login