

 MINNESOTA STATE UNIVERSITY MANKATO

2023-2024

Aviation Student Handbook



Welcome to the Department of Aviation at Minnesota State University, Mankato!

We are pleased to have you in our program and look forward to working with you as you pursue your aviation education. Please know you are always welcome to contact faculty members by phone, email or in person. We strive to make your time here at Minnesota State University, Mankato as successful and educational as possible!

This handbook sets forth policies and procedures required by the Aviation Department. All aviation students must remain in compliance with this document. This statement should not be construed as authorization to violate any federal, state, or local law nor the safety procedures outlined in North Star Aviation's Standard Operating Procedures Manual. Should conflicts arise, Federal Aviation Regulations (FARs) and common safe practices take precedence.

General Information

The Department of Aviation offers a Bachelor of Science degree in Aviation with a concentration in either Professional Flight, Aviation Management, or Unmanned Aircraft Systems (UAS). An Aeronautics emphasis is also available for students who have extenuating circumstances (such as losing medical eligibility) or are interested in tailoring their aviation education to meet individual needs. Aeronautics requires collaboration with faculty and an academic plan needs to be approved. In addition, the department offers options for an aviation minor to students majoring in other subjects. These options for undergraduate studies prepare students for successful careers in the aviation industry. Professional flight students obtain flight instruction through North Star Aviation located at the Mankato Regional Airport. Many flight instructors are current students or recent graduates of the aviation program. In addition, it is our goal to provide all professional flight students with the opportunity to instruct others upon completion of earning their Certified Flight Instructor certificates. The Department of Aviation is a member of the Aviation Accreditation Board International (AABI) and the University Aviation Association (UAA) and adheres to the principles established by these bodies.

Mission Statement

The mission of Minnesota State University, Mankato's aviation program is to educate students today who will become professionals responsible for the safe and efficient design, management, and operation of the aviation system tomorrow. The program combines all elements of a substantive university education with aviation, flight, and management components to graduate well prepared aviation professionals. Acquisition of airmanship knowledge, skills, and ability while in college develops professionalism, responsibility, self-reliance, and marketable skills for early career progression, and provides important experiences which ensure a level of understanding and competency essential to becoming an effective leader in an aviation profession.

Department Information

The Department of Aviation administrative office is located at 328 Armstrong Hall and can be reached at (507) 389-6116. Each faculty member has a mailbox in this office, and faculty offices are on the third floor in Armstrong Hall. The Department's Administrative Assistant is available Monday through Friday during regular business hours to assist you. Summer hours may vary.

Support Services for Students

- Memorial Library (ML), 507.389.5958 <http://lib.mnsu.edu/>
- The Center for Academic Success provides tutoring, study skills, time management, editing papers, and test taking strategies for students. Located at Memorial Library 123, 507.389.1791 <https://www.mnsu.edu/success/>
- New Student and Family Programs provide first year seminars, academic advising, and additional student resources. Located in 103 Preska Residence Community, 507.389.5498. <https://www.mnsu.edu/newstudent/>
- Information Technology (IT) – Help Desk, Wissink Hall 121, 507.389.6654 <https://mankato.mnsu.edu/it-solutions/help-support/>

Academic Honesty Policy

As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding inappropriate activities such as plagiarism, cheating, or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering of a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, or expulsion). Minnesota State University, Mankato encourages students to fulfill their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

- Plagiarism: Submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This applies both to direct quotes and to critical ideas paraphrased by the student. Plagiarism includes but is not limited to:
 1. submitting the work of others as your own.
 2. submitting others' work as your own with only minor changes.
 3. submitting others' work as your own without adequate footnotes, quotations, and other reference forms; or multiple submission of the same work, written or oral, for more than one course without both instructor's permission, or making minor revisions on work which has received credit and submitting it again as new work.
- Cheating: Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, electronics, crib sheets, help from another student, etc.
- Collusion: Assistance to another student or among students in committing the act of cheating or plagiarism.
<https://www.mnsu.edu/policies/approved/academichonesty.pdf>

Access for Students with Disabilities Policy

- A qualified individual with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others.
- All programs, services, and activities of the University, when viewed in their entirety, will be accessible to and usable by qualified students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain a statement indicating the availability of accommodation for disabilities upon request.
- Requests for accommodation must be initiated by the student and supported by documentation of the disability indicating a current need for accommodation. Reasonable accommodations may include the following: alterations to rules, policies, or practices, removal of architectural or communication barriers, or the provision of auxiliary aids.
- Minnesota State University, Mankato has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship, or is considered a personal device or service (i.e., wheelchairs, hearing aids, personal transportation)
<http://www.mnsu.edu/access/>

Grading Disputes

Grading disputes must be submitted in writing to the course's instructor no more than one week after the graded material is returned. The entire exam, homework, or project will be re-graded, and the decision then is considered final.

Aviation Attendance Policy

Class attendance for all classroom and flight lab courses is required. At the direction of the Aviation Department, the following policy will be in effect for **ALL** courses:

- Class attendance for all classroom and flight lab courses is required. Only excused absences for legitimate and verifiable causes will be accepted.
- Class attendance will be recorded using the Aviation Department standard attendance sheet or suitable substitute.
- For courses which meet once per week during the semester, if a student misses 2 classes, OR for courses which meet two times per week during the semester, if a student misses 3 classes, that student will be issued a warning regarding their attendance record and further missed classes will result in the next lower grade than otherwise earned.
- For courses which meet once per week during the semester, if a student misses 3 classes, OR for courses which meet two times per week during the semester, if a student misses 5 classes, that student will receive one letter grade lower than the grade they have earned based on academic performance.
- For courses which meet once per week during the semester, if a student misses 4 classes, OR for courses which meet two times per week during the semester, if a student misses 6 classes, that student will be dropped from the class and must repeat the course.

The above policy will be clearly included in all Aviation Department course syllabi.

Exceptions to this policy will be considered by the Aviation Department as a whole. Individual instructors will not be required to make these decisions. To appeal for an exception, the student must:

- Provide a written appeal stating the reasons for the missed classes and why their situation should be granted an exception.
- For medical absences, a doctor's note will provide the necessary reason for non-attendance.
- University attendance policy will apply to students with military obligations and are deployed. Aviation instructors should make every effort to accommodate the student requirements.

Student Contact Information

Because the Aviation Department may need to contact you on short notice, you must keep the University and North Star Aviation files current with both local and home address and phone numbers. The Department of Aviation will use your **MNSU email address** for all correspondence. Failure to update contact information will be considered a violation of aviation department policy.

Entering the Minnesota State University, Mankato Aviation Program with Prior Experience

The Professional Flight Program at Minnesota State University, Mankato, like all educational flight programs, involves substantial fees above the normal cost of a college education. To mitigate cost, the faculty has established this policy to reduce the need for redundant flight experiences.

Please note: students who have obtained flight certificates/ratings elsewhere may not have satisfied the University's academic and flight requirements for the professional flight concentration. Students must demonstrate that they have received the full breadth and depth of knowledge, skills, abilities, and attitudes consistent with an education received at Minnesota State University, Mankato. It is not possible to award credit for a course based on FAA certification alone. Therefore, students enrolling with prior flight certificates/ratings already in their possession will be required to complete an Examination for Credit evaluation conducted by the flight contractor's flight check instructors and verified by the aviation department faculty, in order to be awarded credit hours for that particular flight lab.

In addition, upon declaration of intent to enter the professional flight major of the aviation program, students are expected to complete all subsequent flight training within Minnesota State Mankato's aviation program.

AABI Transfer Credits

To satisfy aviation curriculum requirements students with pilot certificates and ratings earned with college credit through an Aviation Accreditation Board International (AABI) accredited university may transfer those credits without demonstration of proficiency.

Non-AABI Transfer Credits

College credits obtained through a non-AABI accredited institution will be reviewed by the Minnesota State University, Mankato, Department of Aviation to ensure the issuing institution follows policies and practices consistent with AABI accreditation standards. In the event credits do not transfer, students may be required to follow Examination for Credit procedures where allowed or enroll in the proper aviation course at Minnesota State University, Mankato.

Transfer Evaluation for Aviation Students

All transfer evaluations of credit hours which are not aviation related will be accomplished through the University Registrar's Office. Credit hours which do transfer are added to the student's DARS (Degree Audit Reporting System). Aviation credit hours (not including flight training) will be evaluated by the Minnesota State University, Mankato, Aviation Department to ensure the material covered within a particular course is the same as covered in a similar MNSU aviation course before authorizing the transfer of these credits.

Credit for Prior Flight Experience

Students entering Minnesota State Mankato without college credit as described above (including completed FAA certificates and ratings) must register for and complete the requirements for the applicable flight rating college course and complete the **Examination for Credit** procedure for that particular FAA pilot certificate. Students are responsible for aircraft rental during this evaluation. Currently, students who have started but not completed a flight training course prior to enrolling in the MNSU aviation professional flight program will be required to complete the entire flight lab course for that FAA pilot rating.

Procedure for Credit by Exam (CBE)

A student requesting credit for a previously earned FAA pilot certificate should follow these steps:

1. Fill the form(s) out online OR visit the Aviation Department to initiate a Credit by Exam (CBE) form after completing your first flight lab with MNSU. For example, a student looking to CBE AVIA 151 and 153 would visit after the completion of 241.
2. Obtain the Department Chair's signature approving the recommendation for examination.
3. Bring the form(s) to the cashier's office and pay the fee. The fee as of Spring 2023 is \$50/credit.
4. Bring the completed and stamped form(s) back to the Aviation office.
5. If necessary, a student may need to schedule a review with North Star's Chief Flight Instructor. In that case, please bring to the review documentation of completion of your certificate or rating (e.g., Private Pilot Certificate.) Documentation must include, but is not limited to, your personal logbook, FAA certificates, any record of formal ground instruction, and any other experience.
 - A. The Chief Flight Instructor will conduct a preliminary evaluation of your records prior to scheduling the flight evaluations and written exam. The flight evaluation will determine that:
 - No further training is required, or
 - Further training will be necessary to meet the flight evaluation requirements.
 - After successfully completing one of the above two options, the flight check instructor will recommend to the MNSU faculty for evaluation approval.
 - B. The MNSU aviation Chairperson and the Dean of the College of Education shall then consider the recommendation and approve the issued credit(s).
6. The registrar approves the form(s) and issues the requested credits.
7. In some cases, classes completed CBE may display incorrectly with a student's DARS and/or graduation requirements. If the classes are on a student's transcript, but not displaying correctly, please contact the Aviation Department.

Program Admittance

Students may declare Aviation Management, Aviation Professional Flight, or Aviation Unmanned Aircraft Systems (UAS) as their major and begin taking 100/200 level aviation courses in their first semester. If you declare Professional Flight as your major, you are encouraged to begin flight training as soon as possible to complete all flight labs within four years. This requires enrolling in the first Private Pilot flight lab - AVIA 151 (see "Enrolling in Flight Labs" below.) If you come to MNSU with previous flight experience, such as a Private Pilot certificate earned elsewhere, please refer to "Entering the MNSU Program with Prior Experience" above for information on how to receive credits. Private Pilot Ground School, AVIA 150, is also required to begin flying, and you may enroll in this concurrent with your flight lab or before. Space is limited; therefore, if you are unable to register for AVIA 150 in the Fall, you may take it in the Spring and begin your flight training at that time. In this case, we highly encourage you to consider flying over the summer semester to catch up. In fact, the Aviation Department encourages all students to continue flight training over all semester breaks to maintain good training continuity and to lower flight training costs.

You must be admitted to the aviation major before enrolling in upper division 300/400 aviation courses. This requires that you complete a minimum of 30 semester hours, maintain a GPA (Grade Point Average) of no less than 2.75, and earn a C+ or better in your first ground school. If you are a Professional Flight student, you must also complete your Instrument flight training (AVIA 243). If you have completed the first Instrument flight lab (AVIA 241), you may be conditionally admitted to the major, but you must finish AVIA 243 within the next semester and reapply for admission. Apply to either major by clicking on the Major Button (search "MNSU Major Button" or see the link below.) [Note: the requirement to earn an Instrument Rating begins with the 2024-2025 academic catalog.]

<https://www.mnsu.edu/academics/course-planning-and-registration/university-advising/university-advising-center/university-advising-tools/major-button/>

Professional Flight Progression Standards

The Professional Flight program involves a rigorous balance of coursework and flight training. Students who succeed in the program manage this balance well, maintaining steady progress in flight training while simultaneously earning credits for classroom study. In a typical four-year plan, this requires completing Private Pilot training in the first year, Instrument training in the second, Commercial Pilot training in the third, and Instructor Pilot training in the last year. Students who fly over breaks and/or make substantial progress can complete all the flight labs in less than four years, and some even start earning a paycheck as an instructor for North Star Aviation before graduating! Students who lag far behind cannot complete their degree in four years, and oftentimes this is an indicator that professional flying might not be the best career choice. Therefore, these flight progression standards are designed to help all students succeed in the program.

You must complete an individual flight lab within one semester (16 weeks.) A grace period of four additional weeks beyond the end of the semester may be granted to account for weather delays, illnesses, etc. Please note that this timeline begins when the semester begins, not when you start your first lesson. As such, *do not register for a flight lab unless you can begin it early in the semester* (see the flight lab registration procedures outlined below for more details.) For flight labs beginning mid-semester, you have 16 weeks (plus 4) beyond the mid-semester start date.

If you do not complete a flight lab within the established time limit, your flight lab grade will begin to drop per the flight lab grading rubric (page 12). Per MNSU policy, if you do not complete a flight lab within one year, you will receive a failing grade and dismissal from the Professional Flight program. You may appeal a dismissal decision in writing to the Chair of the Aviation Department. This written appeal must provide explanations for the lack of progress, and it must outline how you plan to complete all remaining flight labs within the established timelines. While appeals are not guaranteed, successful appeals typically contain self-reflection and a tangible plan to get back on track. Appeals will be reviewed promptly by Aviation Department/North Star Aviation faculty and staff, and all decisions are final.

Advising and Plan of Study

Just as pilots complete preflight planning before every flight, students should develop a plan of study that guides them to their goal of graduation. You will create your four-year plan when you attend the required Aviation Program Orientation course (AVIA 100) during your first year. The plan of study should satisfy the 44-credit General Education requirement, along with all goal areas, writing intensive credits, and cultural diversity requirements. The plan must also satisfy all aviation requirements from the undergraduate catalog, including the aviation core courses and those designated to your area of study: Professional Flight, Aviation Management, or Unmanned Aircraft Systems. If you come to MNSU with many General Education credits completed elsewhere (via PSEO/Advanced Placement, coming in with your AA, etc.) you might want to consider declaring a minor in another discipline. This will give you more course options and opportunities to maintain full-time student status until you can register for the aviation upper division classes. It also gives you the opportunity to study other topics that interest you, in addition to aviation. MNSU has many subjects to choose from.

Around the time of your orientation, you will be assigned a faculty advisor who teaches full-time and can assist with advising. The Aviation Department also employs at least one Student and Program Support Coordinator who can serve as a department-wide advisor. Advisors are valuable resources to help guide you through your academic career, and you are highly encouraged to meet with an advisor if you have any questions. Professional pilots engage in thorough preflight planning, but they are also prepared to alter those plans as the need arises, such as weather dropping below minimums at their destination, requiring a diversion before running out of fuel. You, too, must be flexible with your academic plan. Things will change as you progress – classes will fill up before you can register, for example – and you must adjust accordingly. This is where advising becomes extremely valuable.

Aviation Minor/Double Major

Students completing an Aviation major are not eligible for an Aviation minor. The minor is available for Minnesota State University students majoring in other subject areas. Additionally, students may not double-major in two Aviation emphases; however, seeking one major in Aviation and another in a different subject is permitted.

Enrolling in Flight Labs

Before beginning any phase of flight training, you must enroll in the appropriate flight lab. For the first flight lab of any rating (AVIA 151, AVIA 241, AVIA 251, and AVIA 364), you must also enroll in, or have completed, the associated ground school. For example, before beginning Private Pilot flight training (AVIA 151), you must enroll in, or have completed, Private Pilot Ground School (AVIA 150). This is required by the FAA-approved Training Course Outline (TCO). Beginning flight training without the associated ground school would violate the TCO and invalidate your Part 141 pilot certificate or rating. All ground schools are courses taught on campus by MNSU professors. Enrolling in a flight lab ensures that you will pay student rates for flight instruction without sales tax, and this is a necessary step in the financial aid process. It also ensures you will earn the appropriate college credit(s) identified on your transcript, and it provides liability protection under North Star's insurance.

With the exception of the Jet Simulator course (AVIA 451) and elective flight labs, such as the Confidence Maneuver Training course (AVIA 370), you may only enroll in **one flight lab at a time**. Additionally, you may not enroll in the next flight lab until you are **at least 90% complete with your current lab**. This ensures you will not enroll in a flight lab that you cannot complete within the required timeline (one semester), which could ultimately receive a failing grade. For example, if you desire to enroll in the second half of Private Pilot training (AVIA 153), you must have completed AVIA 151 Lesson 17 (90% of 19 total lessons in AVIA 151); if you desire to enroll in the first half of Instrument training (AVIA 241), you must have completed AVIA 153 Lesson 32 (90% of 36 total lessons in AVIA 151/153), and you must be enrolled in, or have completed, the Instrument Ground School (AVIA 240.) The Aviation Department has authority to permit flight lab registrations outside of these parameters for special circumstances. In all cases, your timeline to complete a flight lab starts at the beginning of the semester in which you registered for the lab.

There are opportunities to enroll in flight labs at the beginning and mid-point of each semester. This is designed so that you will not have to wait too long between labs before continuing with your next phase of training. Enrolling consists of a four-step process that must be accomplished for every flight lab throughout your time in the program.

1. Complete the online Permission to Register (PTR) form, which is accessible during periods leading up to regular or mid-semester class registrations. Keep an eye on your email as notifications will be sent each semester when the PTR is accessible. Submit a PTR only if you reasonably expect to be 90% complete with your current flight lab at the start of the next semester period (beginning of a semester, or mid-semester.) This form will ask for basic information, including the intended lab you wish to register for, and your intended method of payment. Once you submit the form, the Aviation Department and/or North Star Aviation will review your records to ensure you are ready for the training and will either grant permission for you to proceed to Step 2 or will notify you to wait until the next registration opportunity. Notifications will be sent via email to your mnsu.edu address. Access the form here: <https://link.mnsu.edu/flightlab>.

2. When initial approval is granted, you will receive an email in your MNSU account directing you to obtain financial approval next. Financial approval is granted in one of three ways.
 - a. Students can obtain financial approval by providing proof of a loan to Student Financial Services/the Campus Hub. To do so, after academic approval is granted, please contact the Campus Hub to set up a financial meeting. Meeting with SFS (Student Financial Services) is often mandatory for students taking out loans, as often a budget adjustment is needed to increase financial aid eligibility. Trusted adults (often parents) that are willing and able to cosign on loans are encouraged to attend these meetings, as many times students require them. The Campus Hub can be reached by phone at 507-389-1866 or email at campushub@mnsu.edu. [Note: for other than first-time lab registrations, students may be able to complete the budget adjustment/advising step via an online portal in D2L. Keep an eye on your email for instructions.]
 - b. Financial approval can also be covered out-of-pocket by paying 15% down (accessed through E-services/Bills/Make a Prepayment). Approval through these means can be granted quicker, as it does not involve having to wait for approval of a loan. The remaining 85% of the student's bill will be due in accordance with MNSU tuition deadlines.
 - c. SACM (Saudi Arabian Cultural Mission) students can obtain financial approval by providing a financial guarantee to SFS.
 - d. After completion of one of the methods mentioned above, financial approval may be granted, moving your enrollment process to the next step.
3. Once financial approval has been granted, SFS will notify the aviation department. If everything is in order, and if you have progressed far enough in your current flight lab (i.e., 90%) the aviation department will remove the academic hold, allowing you to register for the flight lab. You will be notified through your MNSU email account that you can register for the next lab.
4. Students **must** register themselves for the lab via e-services (same method used for all other courses.). **Due to the high costs associated with flight training, MNSU does NOT automatically register students for any flight training, and as such students MUST register themselves after they are approved.**

Please note that the registration process for flight labs beginning mid-semester is extremely compressed. You will have a short window of opportunity, typically one day, to meet with SFS (Step 2), and to register for your flight lab (Step 4). You must monitor your email during this time so that you do not miss the opportunity and wait until the next semester to begin the next lab.

The Jet Simulator (AVIA 451) and elective flight labs, such as parts of Confidence Maneuver Training (AVIA 370) are courses taught on campus; however, there are associated lab fees. These courses require you to follow the same PTR process.

Flight Lab Progression and Grading

The proper sequence for Minnesota State University, Mankato, flight labs is as follows:

AVIA 151	Private Pilot Flight Lab (AVIA 150 ground school required)
AVIA 153	Private Pilot Flight Lab II
AVIA 241	Instrument Pilot Flight Lab (AVIA 240 ground school required)
AVIA 243	Instrument Pilot Flight Lab II
AVIA 251	Commercial Pilot Flight Lab (AVIA 250 ground school required)
AVIA 253	Commercial Pilot Flight Lab II
AVIA 364	Multi Engine Instructor (MEI) Flight Lab (AVIA 360 ground school required)

Single engine add-on training accompanies both the Commercial Flight Lab (AVIA 253) and MEI Flight Lab (AVIA 364). A typical four-year plan entails completing Private Pilot (AVIA 151/153) the first year, Instrument Pilot (AVIA 241/243) the second year, Commercial Pilot (AVIA 251/253) the third year, and Instructor Pilot (AVIA 364) the last year. This is easily achievable for students who progress normally and complete all flight labs within the required timeline (i.e., one semester (16 weeks) plus four additional weeks for contingencies.) Students who take measures to accelerate their training (such as staying over summers) can progress at a rate significantly faster than this timeframe.

To progress adequately through your flight training, and to retain newly acquired knowledge and skills, you should plan to attend three lessons per week (flight, simulator, or ground.) North Star Aviation will work around your academic classes and make every attempt to schedule you for at least three lessons per week. This, of course, depends on the weather, availability of resources, etc. Be proactive with your schedule – communicate with NSA and volunteer to complete lessons outside of your normal schedule if able (e.g., weekends). You will experience periods of weather cancellations, especially in the winter months; therefore, when the weather permits active flying, you should make every attempt to complete previously cancelled lessons. Be present at the airport as much as possible (e.g., plan to study there) and let the dispatchers know you are available. That way, when another student cancels a lesson due to illness or some other reason, you can take advantage of the available airplane and instructor. Students who take charge of their flight training in this manner, especially during periods of significant weather cancellations, never have trouble completing flight labs within one semester. Equally important is the requirement to show up prepared. Study for the next lesson ahead of time, and “chair fly” maneuvers learned when at home (flight time logged on your sofa is much cheaper than in the airplane!) Be prepared to conduct a ground lesson if the weather cancels your flight (this is especially significant for students working on their instructor ratings). Again, students who do this complete their flight labs with remarkable success.

MNSU faculty will grade your flight lab based on the rubric below. This rubric is objective (i.e., any professor can review your training records and determine the same grade) and is based on performance standards, which are reflected in timely completion of a flight lab. Second half flight labs (e.g., AVIA 153; AVIA 243; AVIA 253) also consider your first-attempt FAA Written Exam test score. Your grade begins to drop on a graduated scale for every day beyond the initial 16 weeks (plus 4) that you do not complete your lab. If you take longer than one year to complete your flight lab (counting from the beginning of the semester in which you registered for the lab), you will receive a failing grade and subsequent dismissal from the Professional Flight major. In this case, an appeal process is made available to you (see "Professional Flight Progression Standards" above).

Flight Lab Grading Rubric

Performance	Max Points	Example
FAA Written Test Score – first attempt (AVIA 153, 243, and 253 only)	100 (enter 100 for AVIA 151/241/251/364)	93
Timely Completion (0.5 points for each day after 16 (20) weeks) *	100	85
Total	200	178
Grade	A	B+

98-100% A 83-86% B 73-76% C 63-66% D
 90-97% A- 80-82% B- 70-72% C- 60-62% D-
 87-89% B+ 77-79% C+ 67-69% D+ 0-59% F

*After one year the grade becomes an “F” regardless of the point totals

Late Cancellation/No-Show Policy

The Cancellation/No-Show Policy is clearly spelled out by North Star Aviation. Minnesota State University, Mankato, faculty fully supports the enforcement of this policy. If you will be late, or cannot make a scheduled event, you must notify North Star Aviation at the earliest opportunity.

Flight Student Discipline Policy

Any student who fails to comply with this Student Handbook or the Policies and Procedures manual (a.k.a., Flight Operations Manual, issued by North Star Aviation) is subject to discipline from both Minnesota State University, Mankato, and North Star Aviation. This may include suspension of flight privileges for a given amount of time. All discipline issues will be handled by the Minnesota State University, Mankato, Aviation Department in consultation with North Star Aviation and the College of Education Dean.

Minnesota State University, Mankato Drug and Alcohol testing and Education

Effective January 2022, Minnesota State University, Mankato has instituted a mandatory drug testing program. Each student participating in aviation flight labs at Minnesota State University, Mankato must sign a consent form agreeing to undergo random drug testing. Failure to consent or comply with this policy will result in suspension from participating or termination of eligibility to participate in aviation programs. The Drug and Alcohol Testing and Education policy can be found in the Policies and Procedures manual provided by North Star Aviation.

North Star Aviation

North Star Aviation is the current official and exclusive provider of flight training for Minnesota State University flight labs. You must contact the personnel at North Star Aviation within the first week of the semester if you are enrolled in a flight lab. Flight instructors are assigned by North Star Aviation, but you may request an instructor change, if necessary.

North Star Aviation is based at the Mankato Regional Airport northeast of Mankato on US Highway 12. Personal transportation is a practical necessity for the 20-minute drive to the airport to participate in the flight training program as there is no public transportation or shuttle service currently available.

NOTE: All flight instruction for the purposes of Minnesota State University, Mankato, flight labs must

be accomplished with North Star Aviation. Once enrolled, flight instruction completed through another vendor will not count toward course completion.

Equipment and Supplies

Piloting requires considerable equipment and supplies including, but not limited to: headset, flight bag, flight computer (E-6B or electronic equivalent), plotter, and current aviation charts. Headset options range from a high-quality basic model for about \$250 to top-of-the-line over \$1,200. You should be prepared for these expected costs as prices for equipment and supplies are not included in flight lab cost estimates. One of the best sources of information will be your personal flight instructor. All necessary equipment and supplies are available from North Star Aviation for approximately \$350. Additionally, you can visit Sporty's Pilot Shop at www.sportys.com to purchase necessary equipment. It is advisable to contact North Star as early as you are ready to commit to purchasing through them, as their inventory is limited and subject to change.

Electronic Charts

The Department of Aviation requires all professional flight students to have an iPad or iPad Mini for electronic flight charts. An IPAD Mini is recommended due to its portability and ease of use in the cockpit. Minnesota State University, Mankato, is following the lead of airlines and corporate flight departments by educating students in electronic charts. Reduced student rates for ForeFlight (electronic chart application) are available by contacting the Department of Aviation at 507-389-6116. You must use your Minnesota State University, Mankato email account to be eligible for the ForeFlight subscription.

FAA Medical Exam

You must obtain at least a third-class FAA medical certificate before beginning your flight training, but you are **STRONGLY** encouraged to obtain a first-class medical exam for your initial evaluation. The first-class medical is required of airline professional pilots and similar commercial aviation positions. It is advisable to obtain a first-class physical *before* beginning a flight program to uncover any potential health issues that may limit your pursuit of a piloting career. The extra money spent in advance provides peace of mind and may save money long-term. To locate a medical examiner near you, visit: www.faa.gov/pilots/amelocator/.

You must show your completed exam to be enrolled in training. Plan to complete your flight physical as early as possible before the start of term if you need to submit extra medical records. If you take any kind of prescription medications, contact a flight physician prior to your scheduled appointment. The FAA has a special issuance process for only 4 antidepressants: (fluoxetine (Prozac), escitalopram (Lexapro), sertraline (Zoloft), or citalopram (Celera), which involves a costly and time-consuming (about 3 months minimum) psychiatric and cognitive testing requirement. A listing of ANY alcohol offense, such as consumption as a minor, or a DUI, requires full documentation to be provided to the FAA.

Simulator Program

The simulator program is administered as part of the flight training program at the airport. Simulator requirements for each flight lab are firm requirements and must be accomplished with an instructor as indicated in the syllabus. Professional pilots will be faced with simulator training and requirements throughout their career, including airline interviews. The artificial aspects of simulator experience are receiving recognition from the aviation industry and the FAA as important elements in pilot development.

CRJ Simulator Capstone Course

The CRJ simulator capstone course provides the students an opportunity to train in a state-of-the-art simulator configured in exact detail to a CRJ 700/900. The course mirrors the same type of training a new-hire pilot would experience at any airline, and it is typically taken during a student's senior year. The course concentrates on aircraft systems, instrument knowledge and procedures, and Crew Resource Management (CRM) using a scenario-based, problem-solving oriented syllabus. There are additional fees associated with the Jet Simulator. As such, a Permission to Register form (same as utilized for Flight Labs) is required to register for this course. Note that spacing is extremely limited. Students are ONLY to take the simulator course during their last semester at MNSU, and after all prerequisite courses are completed. Students who meet the prerequisites will be granted academic approval based on their progress in flight training, and the timeliness of their PTR submission. Except in emergency circumstances, students that are not past lesson 60 of their Commercial rating will not be considered for the simulator.

Estimated Flight Lab Costs

Estimated flight lab costs are available from the Department of Aviation's office in 328 Armstrong Hall. The estimated costs are updated regularly and based upon currently established rates. The Aviation Department and North Star Aviation strive to keep training costs to a minimum, but annual rate increases and adjustments for fuel/insurance costs should be anticipated. The estimated lab costs are for aircraft/simulator rental and flight instruction. These estimates do not include typical expenses such as aviation headset, charts, books, flight calculator, etc. Estimated costs are also based upon maintaining good training continuity, minimal repeated lessons, and preparing effectively for each flight/lesson.

Financial Aid

Financial aid at Minnesota State University, Mankato is an integral part of the education experience. Flight labs are the "flight" component of the ratings you achieve. They are accomplished at Mankato Regional Airport, contracted through North Star Aviation. Flight costs are determined on an hourly basis for aircraft and flight instruction and will be included in your overall charges from the University as you enroll in flight lab courses each semester. To complete all required flight labs in a timely manner, the following guidelines and requirements have been established:

- Before registration windows open, ensure your student account balance (if any) is paid in full to prevent financial holds from restricting your ability to register for the upcoming semester. This can be found on your e-services page under "bills and payment." Other relevant holds will be displayed on the top part of a student's DARS.
- If you are planning to use financial aid, have a Free Application for Federal Student Aid (FAFSA) submitted to the University for the academic year (www.fafsa.ed.gov). **A FAFSA is required even if you plan to use only private educational loans to cover your costs.**
- Monitor your financial aid application status to see if you need to provide any additional information before

receiving your financial aid. Do this by checking your MavMAIL e-mail account frequently and log in to the Financial Aid Status site <https://secure.mnsu.edu/FinancialAid>.

- Follow the "Enrolling in Flight Labs" instructions, outlined above. This may include:
 - Meeting with your Aviation Department advisor to identify appropriate future flight lab enrollment plans and completing the electronic Permission to Register (PTR) form for provisional academic approval to register.
 - Attending a **MANDATORY** meeting with Student Financial Services and gaining provisional financial permission to register.
 - Checking your MNSU email account to ensure you have final permission to register, and then registering for your lab when permission is granted.
 - Ensuring you have met and submitted the requirements for financial approval to register (either **15% down** or **proof of a loan**) by **no later than two weeks prior to the start of the semester.**
- Confirm that you have received electronic permission to register, and that you update your registration for the appropriate flight lab course by the first day of the semester.
- Confirm that your student account charges are paid in full, whether with personal funds, financial aid/loan funds, or a combination of funding sources, by the University's published due date for the semester.
- Please see the "Enrolling in Flight Labs" Section of this handbook for more information related to flight labs and financial aid. Contact the Campus Hub if you have any questions specifically related to financial aid.

Scholarships

The Aviation Program sponsors scholarships for deserving students with at least one additional semester remaining in the program. Scholarships are awarded each Spring. Announcements regarding application procedures and deadlines will be made as they become available during the school year, typically Spring Semester. A listing of additional aviation scholarships compiled by the University Aviation Association can be viewed in a booklet available in the Aviation Departmental Office. A comprehensive list of scholarships available to MNSU students can also be found online at <https://mnsu.academicworks.com/> Note that scholarships have a variety of different application processes, and that a majority of MNSU scholarships are available throughout the month of February for the next academic year.

Internship and Individual Study

The Department of Aviation has many contacts in the aviation industry that provide internship opportunities for our students including, but not limited to Delta Air Lines, Sun Country Airlines, the Metropolitan Airport Commission, the Federal Aviation Administration, the Minnesota Aviation Career Education Camp, North Star Aviation, and the Minnesota Business Aviation Association. In addition, you may arrange your own intern experiences through obtaining aviation related employment. You should contact your faculty advisor if you are interested in an internship.

Whether registering for a formal departmental internship or an internship of your own creation, you must draft

an internship proposal. The proposal must include your Tech ID, expected work effort, including work-hour expectations and duration of the assignment, requested credits, internship workplace supervisor, and anticipated learning outcomes. The proposal must also include a description of how you will document your internship progress. Normally, you will compile a weekly journal of your experiences along with an overall summary. Aviation Management students are HIGHLY ENCOURAGED to seek internship opportunities, as these provide excellent opportunities for networking and gaining valuable work experience.

Individual study projects are normally proposed by the student, but faculty may suggest areas of study. One of the most important aspects of individual study is defining the scope of study in the proposal. Individual study can include scholarly research or experiential learning such as advanced aviation certificates and ratings not offered in our normal course of study. The proposal is presented to the faculty in a manner similar to an internship proposal. Thus, the proposal must include the topic of study, scope, method of study, student Tech ID, requested credits and anticipated learning outcomes. The proposal must also include a description of reports, delivered at the end of the individual study.

Career Information & Resume Development

The Career Development Center at Minnesota State Mankato is a terrific source for information on aviation resumes and career information. In addition, the Department of Aviation Faculty have extensive experience in the aviation industry and are more than willing to advise students on resumes, cover letters and interview preparation.

- Checklist for Success written by Cheryl Cage is a book specifically designed to prepare pilots for airline interviews.
- Additional career information from the Federal Aviation Administration may be found at www.faa.gov/jobs
- Check out MavJobs at the Career Development Center website for current information on job opportunities.
- The Department of Aviation maintains employment information that will be emailed to all current students, placed on the Aviation website, and posted on the bulletin board on the third floor of Armstrong Hall.

As students look ahead to their career, they should remain aware of the potential impact of current actions on their ability to obtain the job of their dreams. In addition to the obvious need to gain flight experience while avoiding violations of Federal Aviation Regulations, students should also be aware of the adverse impact of any police record including speeding violations. We have seen students experience rejection from employment due to having three or more violations on their driving record. A single DUI can have a similarly disastrous effect.

Student Organizations

Active involvement in student organizations is a particularly important aspect of your time at Minnesota State University, Mankato. Not only is it a way to have fun, meet people, and give back to your community, it will help you through the job search/interview process. When hiring a pilot, it is important to verify their aviation knowledge and abilities, but it is also important to hire a well-rounded individual.

Aviation Student Organizations

Women in Aviation, Northern Lights Chapter and ALPA ACE

These organizations work together and are open to all aviation students.

Activities and benefits include:

- Tours to aviation facilities. Tours include the Minneapolis Tower, 3M Corporate Flight Department, Decompression Chamber, Metropolitan Airport Commission, Northwest Flight Training Simulators
- Homecoming Fly-by
- Aviation T-Shirts and Sweatshirts
- Mini golf
- Holiday Dinner
- Adopt-a-Highway
- Boy Scout/Girl Scout Aviation Merit Badge Day at Airport
- Annual Aviation Banquet
- Flight Trips to Aviation Conferences
- Annual Oshkosh Booth and Camping Trip

Maverick Flight Team

The Maverick Flight Team competes annually at the Regional Flight Competition held in October. The top two teams at that meet then move on to the National Flight Competition held in May. The past two yearsthe Maverick Flight Team has competed in the National Flight Competition. Some events include:

- Preflight
- Aircraft Recognition
- E6B
- Message Drop
- Precision Landings
- Flight Plan

Industry Partnerships/Pathway Programs

The Department of Aviation has developed key partnerships and pathway programs with several regional and major airlines. Of particular interest is the Delta Propel program. This pathway program allows MNSU aviation students who meet the minimum requirements to apply to Delta Air Lines for an interview and possible contingent job offer. This is an incredible opportunity, but quite competitive. Additionally, Sun Country Airlines has a pathway program with Minnesota State University, Mankato, to interview and providecontingent job offers to qualified students. In addition, we have pathway programs which allow for interviews and contingent job offers to be made to MNSU aviation students with Republic Airlines, SkyWest Airlines, andEndeavor Airlines. These pathway programs are incredible opportunities, but are competitive, and require a good deal of responsibility on the part of the student to meet those requirements.



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This document is available in alternative format to individuals with disabilities by calling the Office of Student Affairs at 507-389-2121 (V), 800-627-3529 or 711 (MRS/TTY).

