

 MINNESOTA STATE UNIVERSITY MANKATO

**2024-2025**

# **Aviation Student Handbook**





# MINNESOTA STATE UNIVERSITY, MANKATO

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## DEPARTMENT OF AVIATION

### ***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 emphases 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). The Aviation advisor may tailor their aviation education to meet that student's individual needs. The Aeronautics emphasis requires collaboration with advisors, faculty and an academic plan that needs to be approved by Department Chair. 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 [IT Solutions Service Portal Home \(mnsu.edu\)](#)

### 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.
- [Academic Honesty | Minnesota State University, Mankato \(mnsu.edu\)](#)

## 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. Grading is subject to University policies and procedures.

## 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 D2L, or suitable substitute by the Instructor of the course.
- All Ground School attendance will be recorded in TALON by the Instructor of the course as per FAA regulations.
- Attendance is mandatory for all Aviation Grounds Schools and subject to 141 regulations.
- For Other courses:
  - 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 attendance policies will be clearly included in all Aviation Department course syllabi.

Exceptions to this policy will be considered by the Individual Instructors utilizing the following guidelines:

- 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. You must continuously check your MSNU email. 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 emphasis at Minnesota State University, Mankato, like all educational flight programs, involves substantial fees above the normal cost of a college education. MNSU Aviation Department has established the following policies to address redundant or inadequate flight experiences.

#### **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 in order to be awarded credit hours for that particular flight lab.
- Unless prior permission is granted by Aviation Department Chair, MNSU will NOT allow Credit-by-Exam for any Flight Certificate or Rating other than the Private Pilot Certificate.
- In order to receive credit for the Private Pilot Certificate, the Private Pilot certificate must be 100% completed prior to your Summer Orientation or August 1<sup>st</sup>, whichever comes first. No Exceptions.
- In addition, upon declaration of intent to enter the professional flight emphasis of the aviation program, and are enrolled into a flight lab, students are required 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. These schools must possess a valid Letter of Authorization, LOA, for Restricted ATP as applicable under FAR 61.60.

### 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 expense during this evaluation. Students who have started, but have not completed a pilot certification course prior to enrolling in the MNSU Aviation professional flight emphasis, will be required to complete the entire ground school and 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 is currently \$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.

## Aviation Program Admittance

Students may declare Aviation Management, Aviation Professional Flight, or Aviation Unmanned Aircraft Systems (UAS), as their emphasis and begin taking 100/200 level aviation courses in their first semester. If you declare Aviation Professional Flight as your emphasis, you must begin flight training as soon as possible in order 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 concurrently with your flight lab or before. Fall class capacity 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 request a “one-time” permission to take upper-level Aviation courses. Upper-level Aviation courses are numbered between 300 and 499. Aviation upper-level division courses may have prerequisites that must be met as well. Talk to your Advisor. The requirements for the Aviation upper-level division “permission” are the following:

1. A minimum of 30 semester hours, and
2. Maintain a collegiate GPA (Grade Point Average) of no less than 2.75, and
3. Earn a C+ or better in your first ground school (a “C” will not suffice).

[Major Button - Update Your Major and Minor | Minnesota State University, Mankato \(mnsu.edu\)](https://mnsu.edu/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, you must maintain consistent and satisfactory 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 Rating training in the second, Commercial Pilot training in the third, and Instructor Pilot training in the final 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 for grading rubric purposes.

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 (see Flight Lab grading and progression). A student is required to make “consistent and satisfactory progress”. Per MNSU policy, if you do not complete a flight lab within one year, you will receive a failing grade and are subject to the Aviation Review Board as well as dismissal from the Professional Flight emphasis. You may appeal a dismissal decision in writing to the Aviation Department Chair. 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 must use the “Course-Planner” under e-services, to create your four-year plan. To help with planning, you will attend a required Aviation Program Orientation course (AVIA 100) during your first year. Make sure your plan of study fulfills the MNSU University General Education requirements, 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 Student and Program Support Coordinators who can serve as a department-wide aviation advising. Aviation advisors can be reached at [Aviationadvising@MNSU.edu](mailto:Aviationadvising@MNSU.edu). Advisors are valuable resources to help guide you through your academic career, and you are highly encouraged to make an appointment 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 your long-term planning and occasional advising becomes extremely valuable.

### Aviation Minor/Double Emphasis

Students completing any Aviation major may not be eligible for an Aviation minor. The minor is available for Minnesota State University students majoring in other subject areas. Additionally, students may only declare one emphasis within Aviation. Students may not declare multiple emphases; however, seeking one emphasis in Aviation and a major 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 faculty. 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-Transition 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 have a **100% completion of the previous flight lab**. 100% completion means that the End-of-Course stage check, (EOC), has been completed. 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. The Aviation Department Chair has authority to permit flight lab registrations outside of these parameters for extenuating 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.** Grades will be W, IP, the actual grade earned as per the rubric, or a failing grade if not completed within the prescribed time. The Registrar cannot change a failing grade after two years, and you must retake same course to change grade.

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 100% 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](mailto: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., 100%) 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. Flight labs are a priority as an MNSU aviation student. NSA will not schedule a lesson during class times. NSA will make every effort to schedule flight labs around your other commitments, however, NSA cannot guarantee this. You must be an advocate for yourself and contact NSA schedulers assuring adequate weekly flight lessons.

**NOTE:** 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) within the First Year,
- Instrument Pilot (AVIA 241/243) within the Second Year,
- Commercial Pilot (AVIA 251/253) within the Third Year, and
- Flight Instructor Pilot (AVIA 364) within the Final 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. Students must come prepared for each flight lesson.

**ADVICE:** 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.).

- **The student is responsible for contacting NSA and creating a schedule of as many weekly lessons as possible.** Three lessons per week is optimal. Weather and availability of resources, such as aircraft, as well as instructor or examiner availability, etc. can be limiting.
- **Be proactive with your schedule** – communicate with NSA and complete lessons outside of your normal schedule if able (e.g., weekends, holiday breaks, summers, etc.).
- 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 NSA dispatchers and schedulers know you are available. That way, you can take advantage of the available airplane and instructor if a cancelation occurs. (Students who take charge of their flight training in this manner, especially during periods of significant weather cancelations, 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 you are at home (flight time logged on your sofa is much cheaper than in the airplane!)
- **Be prepared to conduct a ground lesson, or a simulator 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-attempted 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 are subject to the Aviation Review Board, as well as potential subsequent dismissal from the Professional Flight emphasis. 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
<b>FAA Written Test Score:</b> (enter 100 for AVIA 151/241/251/364*) (first attempt score: AVIA 153, 243, and 253 only)	100	93
<b>Timely Completion:</b> (0.5 points for each day after 16 (20) weeks) *	100	85
<b>Total:</b>	200	178
(See University Grading Policy) <b>Grade:</b>	A	B+
*After one year, if lab is incomplete, the grade becomes an "F" regardless of the point totals		

### Cancellation/No-Show Policy

The Cancellation/No-Show Policy is clearly spelled out by North Star Aviation. The Minnesota State University, Mankato, Aviation Department 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. The following table is subject to change. A no show or cancellation code will be entered into TALON and all students will be charged, by NSA, the associated fees based on the NSA Cancellation Code table below:

NSA Cancellation Fee Code List			
Cancellation Category	Talon Code	When Applicable	Fee
No-Show	NS-1	A No-Show will be assessed if the student does not establish 2-way communication with their CFI or dispatch at least 30 minutes prior to the lesson start to inform of Tardiness or the need to cancel.	\$100
	NS-2		\$200
	NS-3		\$300
Student	S-1	IMSAFE*	More than 3 cancellations in this category per flight lab (ex 151, 153, 241, 243, etc) will result in a \$100 charge per occurrence
	S-2	Dual Lessons that are canceled for Student personal weather minimums.	
	S-3	Dual lessons canceled for <b>Forecasted</b> Student personal weather minimums.	
	S-4	Personal scheduling issues that did not establish two way communication prior to schedule being posted.	
	S-5	Misc. Student Cancellation that do not fit into prior "S" codes	
	S-6	Solo Lesson Personal Weather Minimums	Not Fee Applicable
FOM Weather Mins (Time of Lesson)	W-1	Wind/Ceiling/Visibility outside of FOM Minimums.	This Category is not fee applicable if the cancellation is made at the airport at the start of the lesson.
	W-2	Convective Activity	
	W-3	Icing Conditions	
	W-4	Ramp Conditions	
	W-5	Airport/Flight Ops Closed (Used when Airport or NSA management stops operations for weather)	
Maintenance	M-1	MX issue discovered with resource prior to start (Aircraft or Sim)	Not Fee applicable if discovered prior to resource start. Issues found after start may incur normal hobbs billing.
	M-2	Resource determined "downed" by NSA	
Instructor	I-1	Dual Lessons canceled for Instructor Personal Weather Minimums	This Category is not Fee Applicable for Students. Other Pertinent Company Policies may come into effect.
	I-2	Dual lessons canceled for <b>Forecasted</b> Instructor Personal Weather Minimums	
	I-3	IMSAFE	
	I-4	Instructor Unavailable (Specific Reason will be added to Cancel Comments)	
	I-5	Dual Lessons canceled when CFI finds weather to be ineffective for training	
Other	O-1	Airspace (TFR, NOTAM, etc.)	This Category is not Fee Applicable
	O-2	Pilot Deviation Follow Up	
	O-3	Accident/Incident	
	O-4	Resource Unavailable	
	O-5	Lesson Requirements not Met	
	O-6	Scheduler/Dispatcher Error (Specific Reason Will be added to Cancel Comments)	
Unknown	U-1	This code will be used if the correct coding is unknown. Specific details about the cancellation will be recorded in the comments, and the cancellation will be reviewed/re-coded by NSA Personnel	This code may have a fee associated based on assessment and recoding into a more appropriate code
*This policy is not meant to inhibit safe decision making. More than 3 IMSAFE cancellations in a lab will require note from student health services to have the fee waived.			

## 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 the “Aviation Review Board” and disciplinary action from both Minnesota State University, Mankato, and North Star Aviation. This may include various actions including suspension of flight privileges. 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. MNSU flight students shall be held to a higher standard. Non-Adherence to the following Aviation Student Code of Conduct may be subject to the “Aviation Review Board”:

<i>Aviation Student Code of Conduct</i>
<i>1. Act PROFESSIONAL: Be civil, be kind, be passionate, be respectful, be courteous, and be humble to everyone you encounter, always. These all cost nothing</i>
<i>2. Act morally and ethically in all decision making</i>
<i>3. Act in a manner that mitigates and manages risk</i>
<i>4. Always behave in a safe cautious manner</i>
<i>5. Work towards continuous improvement and excellence</i>
<i>6. Uphold a high level of integrity, honesty, accountability, and trustworthiness</i>
<i>7. Develop and exercise good judgment, avoid taking unnecessary risks, and avoid being complacent</i>
<i>8. Ask questions if unsure</i>
<i>9. Avoid Minimalism! Be overprepared. Learn and train to a competency beyond the minimum requirements</i>
<i>10. Be positive! Avoid negativity. Maintain a positive attitude</i>
<i>11. Avoidance of nonprescribed Drugs</i>
<i>12. Be a good steward of the environment and all resources</i>
<i>13. Utilize technology when and where needed, while avoiding overreliance on the technology</i>
<i>14. Always use checklists, be thorough, and plan what's next</i>
<i>15. Be diligent about time management and work to complete flight labs in the prescribed time frame</i>
<i>16. Understand and adhere to all laws, regulations, rules, as well as policies and procedures</i>
<i>17. Do-no-harm! Operate equipment and aircraft in a manner that will not cause injury, damage, or unnecessary maintenance</i>

## Minnesota State University, Mankato Drug and Alcohol testing and Education

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 policies can be found at FlyMankato.com provided through 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. However, you may request an instructor change if you find it necessary. Contact NSA Schedulers directly and it is the student's responsibility to follow up with any instructor or schedule changes!

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 Professional flight training emphasis 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 are required to be accomplished through MNSU and its flight contractor, North Star Aviation. Once enrolled in any flight lab, all flight instruction is required to be completed through the MNSU flight contractor. Any flight lessons completed through another vendor will NOT count toward any MNSU course completion or credit. Exceptions may include:

- A Private Pilot obtained prior to enrollment into MNSU, (Subject to Examination for Credit, CBE)
- Transfer credits from another school with an FAA Letter of Authority for R-ATP, (Subject to verification)
- Transfer credits from another AABI Approved School, (Subject to verification)

## 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. 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 or ground instructor.

## 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, utilizes electronic charts. Reduced student rates for ForeFlight (electronic chart application) are available by contacting the NSA front desk at [507-625-6006](tel:507-625-6006). A subscription to ForeFlight is provided with your flight lab cost and access will be granted based solely on your Minnesota State University, Mankato email account.

## FAA Medical Exam

You must obtain an FAA medical certificate before beginning your flight training. You are **STRONGLY** encouraged to obtain a FIRST-CLASS medical exam for your initial examination. The first-class medical is required of airline professional pilots as well as 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/](http://www.faa.gov/pilots/amelocator/).

**NOTE:** You must provide a copy of your completed medical exam prior to being enrolled in flight training. Plan to complete your flight physical as early as possible before the start of term in case there is a delay in the exam itself, or you need to submit extra medical records. Documents must be sent to [documents@flymankato.com](mailto:documents@flymankato.com).

A record of ANY alcohol or drug offense, at any time, such as consumption as a minor, or OWI/DUI, will require full disclosure with documentation to be provided to NSA as well as the FAA.

### **Simulator Instruction**

The simulator instruction is administered as part of the Pro flight training emphasis 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.

### **Jet Transition (CRJ) Capstone Course**

The Jet Transition (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 (the 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 year 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 extenuating circumstances, students that are not past lesson 60 of their Commercial rating (AVIA 253) will NOT be considered for the simulator.

### **Estimated Flight Lab Costs**

Estimated flight lab costs are available online from the Department of Aviation and NSA. 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 and minimizing repeated lessons by being well prepared 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. Labs 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](http://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 MNSU e-mail account frequently and log in to the Financial Aid Status site: [Financial Aid | Minnesota State University, Mankato \(mnsu.edu\)](https://mnsu.edu/financial-aid)
- 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 online. 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 typically available around 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, or learning events such as the UND altitude chamber, a tailwheel endorsement, or a high-performance endorsement. 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.

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 the future. 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 such as 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**

As a student at MNSU you are encouraged to participate in multiple aviation organizations such as: Women in Aviation, Northern Lights Chapter, ALPA ACE, Alpha Eta Rho, etc. These organizations work together and are open to all aviation students. 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.

## 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. Additionally, **Sun Country Airlines** has a pathway program with Minnesota State University, Mankato, to interview and also provide conditional job offers to qualified students. In addition, we have pathway programs which allow for interviews and conditional job offers to be made to MNSU aviation students with the **Republic Airlines**, **SkyWest Airlines**, as well as **Endeavor 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).**



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