



Department of
Aviation

MINNESOTA STATE UNIVERSITY, MANKATO

STUDENT HANDBOOK

2026 -2027 Academic Year

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 and staff 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 (NSA) Flight Operations 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 Professional Flight, Aviation Management, and Unmanned Aircraft Systems (UAS). An Aeronautics emphasis is also available for students who have extenuating circumstances (such as losing medical eligibility.) The Aeronautics emphasis requires collaboration with advisors, faculty and an academic plan that needs to be approved by the Department Chair. These options for undergraduate studies prepare students for successful careers in the aviation industry.

Professional flight students obtain flight instruction through NSA 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.

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Department Information

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

Student Contact Information

Because the Aviation Department may need to contact students on short notice, students must keep the University and North Star Aviation files current with both local and home address and phone numbers. **MNSU email address must be checked regularly**, as it is the official channel for all correspondence. Failure to update contact information will be considered a violation of aviation department policy.

Support Services for Students

- Campus Hub
 - For comprehensive financial aid and billing assistance
 - Centennial Student Union
 - 507.389.1866
 - <https://www.mnsu.edu/paying-for-college/>
- Orientation and Family Programs
 - Provide first-year seminars, academic advising, and additional student resources
 - 103 Preska Residence Community
 - 507.389.5498
 - <https://www.mnsu.edu/newstudent/>
- Kearney International Center
 - Provides support to international students
 - 250 Centennial Student Union
 - +1.507.389.1281
 - <https://mankato.mnsu.edu/academics/global-education/centers-of-global-education/international-student-services/>
- Center for Academic Success
 - Guides students through the process of writing an effective paper, preparing for an important exam, or completing a challenging assignment
 - First floor of Memorial Library
 - 507.389.1791
 - <https://www.mnsu.edu/success/>
- Memorial Library (ML)
 - 507.389.5958
 - <http://lib.mnsu.edu/>
- Career Development Center Information Technology (IT) Solutions
 - Main location: lower-level Centennial Student Union
 - 507.389.6654

- <https://mankato.mnsu.edu/it-solutions/>
- Student Health Services
 - Offers an on-campus clinic with a full-service pharmacy lab and health education office
 - 21 Carkoski Commons
 - 507.389.6276
 - <https://mankato.mnsu.edu/university-life/health-and-safety/student-health-services/>

MNSU Counseling Center

The counseling center is a valuable resource for all MNSU students. Their staff are not psychologists or psychiatrists. They are counselors who provide an opportunity for someone to talk to. If you're worried about seeking them out and how it might affect your future as a professional pilot, please know that simply talking to a counselor will not automatically impact your medical certification as they do not diagnose. Nothing will leave the Counseling Center without your consent, and they do not share information with anyone unless you authorize it. [Counseling Center | 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 accommodations 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).
- [Access | Minnesota State University, Mankato \(mnsu.edu\)](#)

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 \(mnsu.edu\)](https://mankato.mnsu.edu/academics/course-planning-and-registration/registration-and-academic-records/current-students-registration-resources/grades/grades-overview/grade-appeals/)

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 appealing is subject to University policies and procedures. <https://mankato.mnsu.edu/academics/course-planning-and-registration/registration-and-academic-records/current-students-registration-resources/grades/grades-overview/grade-appeals/>

Aviation Attendance Policy

Class attendance for all classroom and flight lab courses is required. Only excused absences for legitimate and verifiable causes will be accepted. At the direction of the Aviation Department, the following policy will be in effect for all lecture-based courses:

- 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 14 CFR Part 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.

Entering the MNSU Aviation Program with Prior Experience

The Professional Flight concentration 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 started, but have not obtained a Private Pilot Certificate prior to enrolling in the MNSU Aviation professional flight concentration, will be required to complete the entire ground school and entire flight lab course(s) for that FAA pilot certificate.
- New students planning to start in the fall, in order to advance to instrument ground school and instrument flight labs, you must have completed 100% of the Private Pilot certificate prior to August 1st. If you are not complete by this timeframe, plan to enroll in the instrument ground school and flight labs in the subsequent spring semester. Completing by August 1st does not guarantee a seat in the course in the fall semester and is subject to course availability.
- Students may only request academic credit for a Private Pilot Certificate and must follow the procedures for Credit for Prior Learning (CPL) see next chapter below.
- Unless prior permission is granted by Aviation Department Chair, MNSU will NOT allow CPL for any flight certificate or rating other than the Private Pilot Certificate. Students with completed ratings/certificates beyond the Private Pilot Certificate will need to consult with the Aviation Department for review as soon as possible.
- In addition, upon declaration of intent to enter the professional flight concentration 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.

Procedure for Credit for Prior Learning (CPL)

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

1. Fill out the form(s) online or visit the Aviation Department office to initiate a CPL form after entry into the aviation program.
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 Department office along with a copy of your airmen's certificate (both sides) or temporary airmen's certificate.

5. A faculty member will be assigned to review your records for eligibility of credit.
6. The faculty member will submit the form to the MNSU Aviation Chairperson for evaluation approval.
7. The MNSU Aviation Chairperson and the Dean of the College of Education shall then consider the recommendation and approve the issued credit(s).
8. The University's Office of Registrar approves the form(s) and issues the requested credits.
9. In some cases, classes completed by CPL 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.

Access the forms here: [AVIA 151 Credit-by-Exam Form](#) & [AVIA 153 Credit-by-Exam Form](#)

Transfer Credits

Due to the high demand for aviation programs and to ensure the safety of our flight training, we have implemented additional requirements. A transfer student who has received one or more grades of "C-," "D +/-," "F," "No Pass," "No Credit," or "Withdraw" in an aviation course or required related course(s) may only be considered for admission to the MSU Aviation Program through an appeal process. This includes students who may have retaken and successfully completed these courses at another institution. Appeals for admission consideration must be submitted to the Department Chair and must include:

- A privacy release form signed by the student from the departing institution to allow full disclosure of academic and flight records to be reviewed by the MSU Aviation Department and flight training contractor.
- A written statement explaining the circumstances that led to academic challenges.
- Evidence of academic improvement, such as transcripts showing successful completion of previously failed or withdrawn course.
- A reflection on how the student has addressed at-risk academic behaviors.
- A plan for continued academic success, including strategies and support systems.
- Any relevant documentation, if applicable.

Students who have been unsuccessful in another aviation program may not appeal for admission unless they have had at least one quarter/semester absence from that program. The Appeal must be received no later than the second week of the semester PRIOR to the semester for which admission is requested.

- 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 Airline Transport Pilot (R-ATP) as applicable under 14 CFR Part 61.60.
- Non-AABI transfer aviation 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 the Credit-by-Exam procedures where allowed or enroll in the proper aviation course at Minnesota State University, Mankato.
- Aviation-related transfer credits: All aviation-related 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.

- Non-aviation-related transfer credits: 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 Minor & Double Major/Concentration

Students pursuing an Aviation major are NOT eligible to declare an Aviation minor. The minor is only available to students majoring in other disciplines at Minnesota State University. Students may declare only one concentration within the Aviation program. However, aviation students may pursue an Aviation concentration alongside a major/minor in a different discipline.

[Major Button - Update Your Major and Minor | Minnesota State University, Mankato \(mnsu.edu\)](#)

Advising and Plan of Study

Students should develop a plan of study that guides them to their goal of graduation. To help with planning, you will attend the required Aviation Program Orientation course (AVIA 100) during your first year. When planning out coursework, please ensure your plan of study fulfills the university's General Education requirements for all goal areas, writing intensive credits, and diverse cultures credits. The plan must also satisfy all aviation course requirements from the undergraduate catalog, including the major common core courses and emphasis common core courses designated to your concentration: 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 upper-level aviation classes. It also gives you the opportunity to study other topics that interest you, in addition to aviation. MNSU has many minors to choose from; a student can add as many as two minors to their bachelor's degree.

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 has Program and Student Support Coordinators (aviationadvising@mnsu.edu) who provide department-wide advising. Advisors are valuable resources to help guide you through your academic journey and help you prepare for your career. 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.

Upper Level (300/400) Aviation Courses Admittance

Students are automatically vetted for upper-division admittance at the end of each term. If needed, students may request a “one-time” permission to take upper-level Aviation courses as to not impede their progress. Upper-level aviation courses are numbered between 300 and 499. Upper-level aviation courses may have prerequisites that must be met as well. The requirements receiving the upper-level aviation courses “permission” are the following:

1. Complete a minimum of 30 college-level credits hours,
2. Maintain a collegiate Grade Point Average (GPA) of no less than 2.75, and
3. Earn a C+ or better in a ground school AVIA 150 or AVIA 240.

Aviation Management Students

The Aviation Management concentration is a degree path for students who wish to gain knowledge and skills within the business and operational side of aviation. This concentration does not require flight training, or any of the extra gear/materials (medical certificate, flight training equipment, etc.) that flight training requires.

While Aviation Management shares common core classes with all other Aviation concentrations, much of the concentration-specific coursework is taken in conjunction with MNSU’s College of Business (CoB). Aviation Management students need to be aware of the following:

- The CoB has its own upper-division permission to access 300/400 level classes. Students are required to fill out a form with the CoB each and every semester they need access to them.
- The CoB has specific sections of courses that are reserved for specific students.
- Introduction to MIS (MGMT 300) has a hidden prerequisite. A hidden prerequisite means a course that is required to successfully complete the major that is not listed on the student’s DARS. **In order to take MGMT 300, students need to complete one of the following prerequisites: IT 101, ISYS 101, or CIS 101.** Students should plan on taking one of those courses early in their major to avoid registration issues later on.
- A list of common error messages that students may receive (and ways to mitigate them) can be found here: [Registration Error Message | Minnesota State University, Mankato](#) .

Because of the large amount of overlap in required coursework between the Aviation Management concentration (major) and the Business Administration minor, students are encouraged (but not required) to minor in that discipline.

Aviation is a very networking-intensive field, and that is especially true for Aviation Management students. Students are not required to complete an internship as a part of the degree, but it is highly recommended. Aviation Management students are eligible to work part-time at North Star Aviation as dispatchers, schedulers, and/or line service while completing their degree. If interested, students should contact North Star Aviation for information on current opportunities. Additionally, Aviation Management students are encouraged to join the Aviation Management club to network with fellow students and to keep up to date on internship and career opportunities.

Flight Lab Enrollment

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, 241, 251, 364), you must also enroll in, or have completed, the associated ground school (AVIA 150, 240, 250, 360). 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 Aviation's insurance.

With the exception of the Professional Flight Jet-Transition Simulator course (AVIA 451) and elective flight labs, such as the Confidence Maneuver Training course (AVIA 370), you can only enroll in **one flight lab at a time**. Additionally, you cannot 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 (EOC) stage check has been completed. This ensures you will not enroll in a flight lab that you cannot complete within the expected 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, P, or a failing grade(F)/no-credit (NC) if not completed within the prescribed time. You must re-register and retake the same course to change a failing grade/no-credit.

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 when you have three or fewer lessons left to complete in the current lab. This will allow our staff to monitor your progress and approve your PTR once 100% complete. Only submit 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. **Get financial approval.** When initial approval is granted, you will receive an email in your MNSU account directing you to obtain financial approval. Financial approval is granted in one of three ways.
 - a. Students can obtain financial approval by providing proof of a loan to the Student Financial Services (SFS)/Campus Hub. To do so, after academic approval is granted, please contact the Campus Hub to set up a financial meeting. Meeting with SFS 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 D2L. Keep an eye on your email for instructions.

- b. Financial approval can also be covered out-of-pocket by making 15% down payment (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.
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. After approval, students must **register themselves for flight labs 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. Flight labs are a priority as an MNSU aviation student. NSA will not schedule lessons during class times and 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 have a much shorter window to gain your approvals and to register for your lab. You must closely monitor your emails during this time so that you do not miss the opportunity and wait until the next semester to begin the next lab.

Students must contact the personnel at North Star Aviation before the first week of the semester if they are enrolled in a flight lab.

The Professional Flight Jet-Transition Simulator course (AVIA 451) is taught on campus. Lab fees apply to AVIA 451 and AVIA 370, and students must follow the same PTR process for these courses.

Retaking Flight Lab Courses

Students who do not successfully complete a flight lab within the prescribed timeline or receive a grade of No Credit (NC) or Fail (F) must re-register and retake the course to receive academic credit. A repeated flight lab requires the same process of the aforementioned Permission-to-Register. Due to high cost and high demand of training, students will only be allowed to retake a flight course **one time**. Additional retake attempts require an appeal for approval from the Associate Vice President for Undergraduate Education under the [Undergraduate Course Repeat Policy](#). Students will be responsible for all costs associated with retaking the course.

Withdrawals and Refunds from Flight Lab Courses

Students considering withdrawal from a flight lab must carefully evaluate academic and financial implications prior to taking action. Although there are many steps and permissions needed to register for a flight lab, very few are required to withdraw. We encourage you to schedule a meeting with an advisor to go over the procedure and potential consequences of withdrawing.

Refunds are accomplished through a Tuition Refund Appeal. For a flight lab to be eligible for a refund, the lab must be withdrawn, and a documented extenuating circumstance preventing completion of the lab must be presented. Complete the following steps to apply for a Tuition Refund Appeal:

1. Consult with your Faculty Advisor or Aviation Program and Student Support Coordinator to understand eligibility and alternative options prior to withdrawing.
2. Officially drop or withdraw from the course through e-services.
3. Contact the Campus Hub (Student Financial Services) to initiate the Tuition Refund Appeal process and obtain access to the required form.
4. Attach all required documentation (see below) and fully describe the circumstances that led you to drop/withdraw from the course(s).
5. Decision of your appeal will be emailed to you within approximately three to four weeks.
6. If approved, the calculated decrease in charges will be updated to your student account.
7. If there is a credit balance it will be applied to your other charges first then any remaining credit will be refunded; please allow an additional two weeks for refund processing.
8. Note: If your tuition refund appeal is approved, the 'W' grade(s) for dropping/withdrawing from the course(s) will remain on your academic record.

Required Documentation:

1. **Death**- A death certificate would be required for death of immediate family member such as parents, children or spouse.
2. **Military**- Active military orders would be required in the case of military appeals.
3. **Instructors non-attendance confirmation**, when relevant to the appeal request (non-attendance does not typically relinquish financial liability, but in some circumstances this information may be required to complete the appeal review). The instructor(s) may send email confirmation of your non-attendance to you or directly to the Campus Hub.
4. **Medical** - A letter or document from a medical provider documenting the condition/diagnosis and date(s) of service or hospitalization.

New Professional Pilot Students Checklist

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. Students should be prepared for these expected costs as prices for equipment and supplies are not included in flight lab cost estimates.

Electronic charts: Minnesota State University, Mankato, utilizes electronic charts. Professional pilot students are required 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. A subscription to ForeFlight is provided with your flight lab cost and access will be granted based solely on your MNSU email account. Students will be added to the MNSU ForeFlight plan during their first scheduled flight lesson, and removed upon completion of their final flight lab.

FAA medical exam: Students must obtain an FAA medical certificate before beginning flight training. It is STRONGLY encouraged to obtain a FIRST-CLASS medical exam for your initial examination in order to uncover any potential health issues that may limit your pursuit of a piloting career as the first-class medical is required of airline professional pilots and other commercial aviation positions. The extra money spent in advance provides peace of mind and may save money long-term. To locate an FAA Aviation Medical Examiner (AME) near you, visit: <http://www.faa.gov/pilots/amelocator/>

Note: Students must provide a copy of the completed medical exam prior to being enrolled in flight labs. Plan to complete the medical examination 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

Professional Flight and Flight Lab Progression

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, students should work towards completing Private training (AVIA 150/151/153) in the first year, Instrument training (AVIA 240/241/243) in the second, Commercial training (AVIA 250/251/253) in the third, and Flight Instructor training (AVIA 360/364) 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 a flight instructor at 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.

The proper sequence for 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 Flight Instructor Flight Lab (AVIA 360 ground school required)
- AVIA 451 Professional Flight Course

Single engine add-on training accompanies both the Commercial Flight Lab (AVIA 253) and MEI Flight Lab (AVIA 364).

Students are expected to complete individual flight labs within the required timeline (i.e., one semester (16 weeks) plus four additional weeks for contingencies.) The same timeline applies for mid-semester registrations. This is easily achievable for students who progress normally and take measures to

accelerate their training. For example, staying over summers can progress at a rate significantly faster. Students must come to the airport prepared for each flight lesson.

Expectations:

- 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, and/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 (e.g., aircraft, instructor/examiner availability, etc.) can be limiting. It is the student's responsibility to follow up with any instructor or schedule changes!
- **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 prepared to conduct a ground 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.
- **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 cancellation occurs. (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 the expected duration.)
- 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!)

Simulator Instruction

The simulator instruction is administered as part of the flight training 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 (AVIA 451)

The Jet Transition (CRJ) simulator capstone course (AVIA 451) 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 course. Given that spacing is extremely limited, students are only permitted 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 52 of their Commercial Flight Lab II (AVIA 253) will NOT be considered for the course.

Flight Lab Monitoring, Grading & Aviation Review Board

Aviation labs are under continuous monitoring for deficiencies, and the Aviation Department may determine to send a student to the **Aviation Review Board** for any deficiency deemed detrimental to timely completion. The Aviation Review Board is conducted regularly throughout the year. They are a means to help students who have demonstrated substandard academic or flight performance. The Board identifies and assesses the factors contributing to an issue and offers possible solutions, corrective actions, or, if necessary, punitive actions. This may include various actions, including advisement, probation, suspension of flight privileges, and/or dismissal from the program. Students may be removed from flight training for failing to perform at a level consistent with accepted standards and safety practices. The Aviation Department is committed to its ethical responsibility to only graduate individuals who have conformed to its high expectations in academic performance, flight knowledge, and skill.

The Aviation Review Board process incorporates steps 1 and 2 of the university's grade appeal policy ([Grade Appeals | Minnesota State University, Mankato](#)). While appeals are not guaranteed, successful ones typically include a thorough and detailed explanation, self-reflection, and a clear plan for completion. All decisions made by the Aviation Department are final.

If a lab remains incomplete 8 months after registration, it will be reviewed by the Aviation Review Board. Students have 2 weeks after the 8-month mark to submit an appeal to avoid receiving a "No Credit" (NC) grade. The Aviation Review Board will evaluate submitted materials and may grant an extension in accordance with university grading policy ([Grading | Minnesota State University, Mankato](#)). A written decision will be provided within 1 month of the appeal's initiation.

Flight labs are graded by MNSU faculty 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 (completed within the semester enrolled and 16 weeks for mid-semester enrollments). Failure to complete in the allotted time makes one eligible to receive No Credit and the lab subject to the Aviation Review Board and potential subsequent dismissal from the Professional Flight concentration. In this case, you can use an appeal process (stated in the paragraph above). (Reminder: As the timeline begins at the start of the semester, not when lessons begin. **Do not register for a flight lab unless you can start early in the semester.**)

Flight Lab Grading Rubric	
AVIA 151 timely completion:	Timely completion of the requirements for stage 1 of the private pilot
AVIA 153 timely completion:	Timely completion of the requirements of stage 2 of the private pilot will create a passing grade; Further FAA requirements for the certificate still exist
AVIA 241 timely completion:	Timely completion of the requirements for stage 1 instrument pilot
AVIA 243 timely completion:	Timely completion of the requirements of stage 2 of the Instrument pilot will create a passing grade.

Further FAA requirements for the certificate/rating still exist
AVIA 251 timely completion: Timely completion of requirements for stage 2 will create a passing grade.
AVIA 253 timely completion: Timely completion of the requirements for stage 3 will create a passing grade. Further FAA requirements for the certificate still exist
AVIA 364 timely completion: Timely completion of the requirements for stage 2 will create a passing grade. Further FAA requirements for the certificate still exist
100% completion of each lab still exists for registration of any subsequent labs. - Further FAA requirements for each certificate still exist. - Flight Lab grading may be subject to extenuating circumstances but must be approved by Dept Chair or Flight Lab Coordinator. - If a no-credit grade is issued, a new re-registration of the course must be initiated.

Cancellation/No-Show Policy

The Cancellation/No-Show Policy is clearly spelled out by North Star Aviation. The MNSU Aviation Department fully supports the enforcement of this policy. If you may be late, or cannot make a scheduled event, you must notify North Star Aviation at the earliest opportunity. 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 cancelled for student personal weather minimums	
	S-3	Dual lessons cancelled for forecasted 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 does 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 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 cancelled 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 cancelled for forecasted instructor personal weather minimums	
	I-3	IMSAFE	
	I-4	Instructor unavailable (specific reason will be added to cancel comments)	
	I-5	Dual lessons cancelled 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 recording 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.			

Note: The table is subject to change.

Professional Pilot Students Discipline

Any student who fails to comply with the Aviation Student Handbook or the Flight Operations Manual issued by North Star Aviation, is subject to the "Aviation Review Board" and disciplinary action from both Minnesota State University, Mankato, in consult with North Star Aviation.

MNSU flight students shall be held to a higher standard. 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. Non-Adherence to the following Aviation Student Code of Conduct may be subject to the Aviation Review Board.

Aviation Student Code of Conduct
<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 Drug and Alcohol infractions</i>
<i>12. Be a good steward of the environment and all resources</i>

13.	<i>Utilize technology when and where needed, while avoiding overreliance on the technology</i>
14.	<i>Always use checklists, be thorough, and plan what's next</i>
15.	<i>Be diligent about time management and work to complete flight labs in the prescribed time frame</i>
16.	<i>Understand and adhere to all laws, regulations, rules, as well as policies and procedures</i>
17.	<i>Do-no-harm! Operate equipment and aircraft in a manner that will not cause injury, damage, or unnecessary maintenance</i>

MNSU 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.

A record of ANY alcohol or drug offense (e.g., consumption as a minor, OWI, DUI) at any time, will require full disclosure with documentation to be provided to NSA and the FAA.

North Star Aviation

North Star Aviation is the current official and exclusive provider of flight training for Minnesota State University flight labs. 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 take flight training and there is no public transportation or shuttle service available.

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:

- Private Pilot Certificate obtained prior to enrollment into MNSU (subject to CBE)
- Transfer credits from another school with an FAA LOA for R-ATP (subject to verification)
- Transfer credits from another AABI accredited school (subject to verification)

Flight Instructors are assigned by North Star Aviation. However, you may request an instructor change if you find it necessary.

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 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. 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. **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 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. 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 MNSU e-mail account frequently and log in to the Financial Aid Status site: [Financial Aid | Minnesota State University, Mankato \(mnsu.edu\)](http://Financial Aid | Minnesota State University, Mankato (mnsu.edu))
- Attend a mandatory meeting with Student Financial Services and gain provisional financial permission to register.
- Ensure 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 “Flight Lab Enrollment” 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.

Aviation Internship (AVIA 497) and Individual Study in Aviation (AVIA 499)

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, students 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.

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.

Students must complete the [AVIA 497 & 499 contract](#) and submit it to the faculty for approval before registering for the course.

Career Information & Resume Development

The MNSU Career Development Center 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 MNSU. Not only is it a way to have fun, meet people, and give back to your community, but it can also help you through the job search/interview process. When hiring a pilot, employers look not only at aviation knowledge and skills but also at whether the candidate is a well-rounded individual.

As a student at MNSU you are encouraged to participate in aviation organizations such as: Women in Aviation - Northern Lights Chapter, Aviation Club, Airline Pilots Association Aviation Collegiate Education Club (ALPA ACE), Aviation Management Club, Student Advisory Board, etc. These organizations work together and are open to all aviation students. The MNSU Maverick Flight Team competes annually at the Regional Flight Competition held in October. The top two regional teams then move on to the National Flight Competition held in May. Competition includes both ground and flight events, such as aircraft recognition, computer accuracy, simulated comprehensive aircraft navigation (SCAN), preflight inspection event, power off landing, short-field landing, message drop, navigation event, etc.

Scholarships

MNSU offers various scholarships for deserving aviation students with at least one additional semester

remaining in the program. A comprehensive list of scholarships available to MNSU students and information regarding application procedures and deadlines can be found via [Scholarship Finder](#). MNSU scholarships can typically be applied for in February, results published later that spring, and awarded for the following fall semester. Students are encouraged to pursue external/industry scholarships in addition to MNSU scholarships, and those scholarships have a wide range of criteria, deadlines, and applicability.

Industry Partnerships/Pathway Programs

The Department of Aviation has developed key partnerships and pathway programs with several regional and major airlines. The Delta Propel 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. Sun Country Airlines has a pathway program with MNSU to interview and also provide conditional job offers to qualified students. 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).



Department of
Aviation
MINNESOTA STATE UNIVERSITY, MANKATO