MIDDLE GEORGIA STATE UNIVERSITY

School of Aviation

Standard Operating Procedures

October 2025

Change 48

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Summary of Changes 1 October 2025

- **The core data from the previous SOP has been preserved with corrections to grammatical errors, nomenclature, formatting, relative units and other appropriate areas to allow for ease of understandability.**

Added or Revised Sections:

- Section 1.1 Renaming of Positions.
- Section 1.3 Definition of Student Dispatch and Line Service Personnel.
- Section 2.3 Medical Certificate Requirements for Flight Instructors.
- Section 2.5 Flight Instructor Proficiency Time Stipulations.
- Section 4 Updated School of Aviation Drug Policy.
- Section 6.6 Updated Check Ride Process to prevent logistical issues.
- Section 8 Removed launch rules and placed them into Section 11 with updated requirements.
- Section 9.1 Highlights distance measurements for approved cross-country airports and a stipulation that exceptions can be made by approved Command Staff.
- Section 9.2 Added in a Delayed Expense Section and Diversion Protocol.
- Section 9.3 Night Operations, equipment, student pilot solos.
- Section 10.2 Defined Emergency Protocols and implemented an Emergency Notification Call Chain.
- Section 10.6 Implementation of a Reporting Procedure.
- Section 10.7 Implementation of Review Panel.
- Section 11.1 Additional Specialty Aircraft Restrictions.
- Section 11.2 Updated all weather limitations.
- Section 12.6 Added Disaster Recovery and System Outages statement.

Introduction

The Standard Operating Procedures (SOP) outline rules, policies, and procedures for all Middle Georgia State University (MGA) flight operations, applying to anyone near or operating MGA aircraft. Flight training must adhere to this SOP, MGA training syllabus, aircraft standardization manuals, and Pilot Operating Handbooks.

Compliance with FAA, aircraft manufacturer, and MGA policies is mandatory. Non-compliance may result in disciplinary action, including suspension or dismissal from the Flight Program. MGA pilots must stay updated on MGA/FAA information, with changes posted in dispatch.

Safety is paramount at MGA, requiring all employees and students near MGA aircraft to be familiar with MGA publications before each flight. Adherence to policies, practices, and standards is essential.

Suggestions or needed changes can be submitted in writing to the Dean, Chief Flight Instructor, or the suggestion box. Any deviation from procedures requires permission from the Chief Flight Instructor.

Safety Record

The MGA flight department has maintained a flawless safety record due to strict adherence to guidelines by both flight instructors and students. Ensuring a consistently safe training environment requires ongoing awareness and collaboration, with everyone prioritizing safety.

SOP Waiver Authority

Deviations from these SOPs may only be authorized by the Executive Director of Flight Operations, the Chief Flight Instructor, or their designated subordinates.

Section 1 – Staff

1.1 Flight Department Chain of Command

The Middle Georgia State University School of Aviation Flight Department operates under a defined chain of command to ensure safety, compliance, and effective delivery of training in accordance with 14 CFR Part 141. This structure establishes authority, accountability, and communication pathways from the university level down to the individual flight instructor.

Order of Authority Flow

- **Executive Director of Flight Operations** – Has overall responsibility for management of the flight department, and coordination between academic and flight training activities.
- **Chief Flight Instructor** – Exercises direct operational control over all flight training. Responsible for resource allocation, creation and compliance with the Training Course Outlines (TCOs), supervision of Assistant Chief Flight Instructors, and creation and enforcement of Standard Operating Procedures (SOP).
- **Assistant Chief Flight Instructors** – Provide supervisory oversight of designated training areas, conduct student evaluations, and ensure adherence to policies. They serve as subject matter experts and Team Leaders.
- **Assistant Team Leaders** – Conduct stage checks, end-of-course checks, and other evaluations as assigned. They ensure that students meet the standards of the TCO before progressing. Also act as a designated section leader of flight instructors.
- **Section Leads** – Direct Supervisors of flight instructors, facilitate communication, and ensure consistent compliance of procedures and regulations at the line level.
- **Flight Instructors** – Deliver day-to-day instruction, uphold training and safety standards, and provide regular reports on student progress through the chain of command. Responsibilities Include:
    - Conducting flight training in accordance with the applicable Airman Certification Standards (ACS) or Practical Test Standards (PTS).
    - Scheduling and managing flight training reservations for assigned students.
    - Maintaining flight training records and Transportation Security Administration (TSA) documentation in compliance with regulatory requirements.
    - Requesting stage checks and End of Course (EOC) evaluations on behalf of students.
    - Ensuring assigned aircraft maintain current GPS database updates.
    - Checking aircraft in and out in accordance with department procedures.
    - Promoting and maintaining a culture of safety in all flight and ground operations.
    - Performing other duties as assigned by the Chief Flight Instructor or Assistant Chief Flight Instructors.

Purpose of the Structure
This chain of command ensures that:

1. Operational control and training authority are clearly established and maintained.
2. All training conducted under Part 141 is supervised by appropriately certificated individuals in accordance with FAA regulations.

3. Communication flows upward (for accountability and reporting) and downward (for authority and standardization) without ambiguity.

1.2 Helicopter Training Department Chain of Command

The helicopter training department operates under the provisions of **14 CFR Part 61**. While distinct from the Part 141 fixed-wing program, the department maintains a parallel chain of command to ensure consistency of oversight and standardization across all flight training. Authority flows from the **Dean of the School of Aviation**, through the **Executive Director of Flight Operations** and **Chief Flight Instructor**, to the **Assistant Chief Flight Instructors**, and finally to the **Flight Instructors**.

This alignment of organizational structure ensures that both fixed-wing and helicopter operations benefit from consistent leadership, clear accountability, and adherence to Middle Georgia State University School of Aviation policies.

1.3 Ground Support Personnel

Ground support personnel provide essential operational and administrative support to the flight department. Their responsibilities directly contribute to the safety, efficiency, and compliance of daily flight training operations. Oversight and accountability for these functions are maintained through the following chain of command:

- **Executive Director of Flight Operations** – Holds overall responsibility for all flight operations at the School of Aviation, including oversight of ground support services.
- **Flight Operations Manager** – Reports directly to the Executive Director of Flight Operations. Responsible for oversight of student progress in both flight and ground courses, management of internal audits, and administrative support for students. The Flight Operations Manager also supervises dispatch operations and line service staff, ensuring ground support functions are fully integrated with the flight training mission.
- **Dispatchers** – Report directly to the Flight Operations Manager. Dispatch activities are critical to operational safety, as dispatchers assign aircraft to practice areas to ensure separation and may serve as initial responders to aircraft emergencies.
    - Dispatchers supervise the following groups:
    - **Student Dispatchers** – Assist in daily dispatch functions under the supervision of Dispatch staff.

Regular duties include:

        - Checking out airplanes.
        - Issuing aircraft to flight instructors or designated students.
        - Maintaining the briefing/dispatch area.
        - Managing flight and aircraft records.
        - Processing student billing and invoices.
        - Monitoring radio communications.
        - Maintaining the practice area status board.
    - **Line Service Staff** – Responsible for aircraft ground handling and servicing under the coordination of Dispatch.

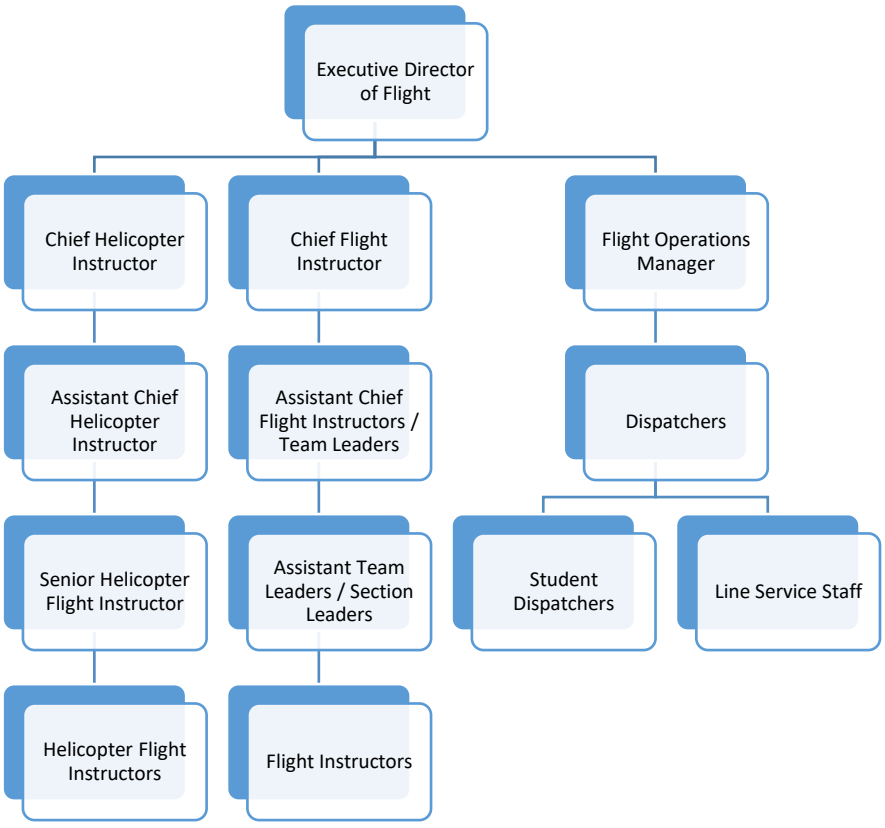
Regular duties include:

- Refueling aircraft.
- Moving and towing aircraft on the ramp.
- Conducting operator maintenance and morning inspections of fuel trucks.
- Conducting operator maintenance of tugs (Jet Porters) and golf carts.
- Performing other duties as directed by Dispatch or the Flight Operations Manager.

Purpose of the Structure
This chain of command ensures that all ground support activities — administrative, dispatch, and line service — are coordinated under the Flight Operations Manager. The structure establishes clear authority and accountability, while integrating support functions into the broader mission of safe and efficient flight training.

1.4 Organizational Structure Chart

The following organizational chart depicts the complete chain of command within the Middle Georgia State University School of Aviation Flight Department. It integrates all operational elements — **Fixed-Wing (Part 141 and 61), Helicopter (Part 61), and Ground Support Personnel** — under a unified leadership structure.



1.5 Staff Conduct

1.5.1 Identification Badges

Middle Georgia State University issues identification badges to all individuals affiliated with the flight program. These badges serve as a means of ensuring proper identification and access control within the airport and training environment.

Policy:

1.5.1.1 Identification badges must be worn at all times while present at the airport or while operating MGA aircraft.
1.5.1.2 Badges must be displayed clearly on the front of the torso, above waist level, to allow immediate recognition by staff, students, and airport personnel.
1.5.1.3 Failure to wear an identification badge may result in restricted access to flight operations areas until compliance is achieved.

1.5.2 Fraternization

Fraternization is defined as personal relationships between students, instructors, or staff that extend beyond the boundaries of a professional instructor–student working relationship. Fraternization is gender-neutral and considered detrimental to good order, discipline, and professional training.

1.5.2.1 Prohibited Conduct:

1.5.2.1.1 Students and instructors engaged in a known personal relationship are prohibited from flying together.
1.5.2.1.2 Conduct that creates the appearance of favoritism, undermines instructor authority, or compromises professional integrity is prohibited.

1.5.2.2 Consequences of Fraternization:

1.5.2.2.1 Questioning of an instructor's objectivity.
1.5.2.2.2 Actual or perceived preferential treatment.
1.5.2.2.3 Undermining of instructor authority.
1.5.2.2.4 Compromise of training standards or program integrity.

1.5.2.3 Reporting and Investigation:

1.5.2.3.1 Suspected or known fraternization must be reported to the Executive Director of Flight Operations.
1.5.2.3.2 The Executive Director will investigate, which may include collection of written statements, interviews with associated parties and witnesses, and a formal summary of findings.

1.5.2.3.3 Findings and recommendations will be forwarded to the Dean for review and action.

1.5.2.4 Resolution:

1.5.2.4.1 The Dean, in consultation with the Executive Director of Flight Operations and the Chief Flight Instructor, will determine appropriate disciplinary action.

1.5.2.4.2 Disciplinary actions may include reassignment, suspension, or termination from the program, in accordance with university policy.

1.5.2.4.3 All proceedings will follow the due process standards outlined in the Middle Georgia State University Student and Faculty/Staff Handbooks.

1.6 Handling Arrested, Incarcerated, or Awaiting Trial Instructors and Staff

Middle Georgia State University is committed to maintaining a safe and professional flight training environment. Instructors and staff are required to disclose any legal issues that may affect their ability to perform safety-sensitive duties.

1.6.1 Policy:

1.6.1.1 Any instructor or staff member who is arrested, incarcerated, awaiting trial, or cited for driving under the influence (DUI) must notify the flight school administration within **24 hours** of the incident.

1.6.1.2 Failure to report such incidents may result in immediate suspension pending investigation.

1.6.2 Procedures:

1.6.2.1 Upon notification, the **Chief Flight Instructor** will conduct a confidential meeting with the individual to gather details of the incident.

1.6.2.2 The Chief Flight Instructor will perform a preliminary risk assessment to determine whether immediate suspension is required to protect safety and program integrity.

1.6.2.3 Offenses will be evaluated based on severity:

1.6.2.3.1 **Minor Offenses** (e.g., DUI without injury or misdemeanor charges): suspension from operating university aircraft and vehicles pending review.

1.6.2.3.2 **Major Offenses** (e.g., violent felonies, drug-related felonies, crimes involving moral turpitude): immediate suspension from all university flight-related duties and activities.

1.6.2.4 The **Executive Director of Flight Operations** will monitor the case, in consultation with the Chief Flight Instructor, and recommend appropriate ongoing actions to the **Dean of the School of Aviation**.

1.6.2.5 Program actions will maintain the **presumption of innocence** while ensuring operational safety.

1.6.3 Outcomes:

1.6.3.1 If the individual is **acquitted** or charges are dismissed, reinstatement to prior duties will be granted after administrative review.

1.6.3.2 If the individual is **found guilty of a major offense**, termination from employment will be recommended.

1.6.3.3 All decisions may be appealed in accordance with university policy.

1.6.4 Confidentiality:

All proceedings will be handled with discretion, and communication will be limited to those with a direct need to know. Prompt communication of decisions will be provided to the individual involved.

Section 2 – Flight Instructors

2.1 Maximum Duty Day

2.1.1 Instructors may not work more than 11 hours in a single day without permission from the Chief Flight Instructor (No more than 40 hours in one work week).

2.1.2 Any time permission is granted, a one-hour break MUST be included in the workday.

2.1.3 Instructors may not log more than 8 hours of instruction given in a 24-hour period.

2.2 Instructor Evaluation and Standardization

2.2.1 Flight instructors must maintain currency based on 61.57.

2.2.2 All flight instructors must undergo standardization training by the Chief Flight Instructor and/or Assistant Chief Flight Instructors prior to conducting flight instruction.

2.2.3 Flight Instructors must complete a written knowledge examination as assigned by the Chief Flight Instructor

2.2.4 Additionally, all flight instructors must complete 141 aircraft checkouts as required by the Training Course Outline (TCO).

2.3 Medical Certificates

2.3.1 Flight Instructors are required to maintain at a minimum 2nd Class Medical with 2nd class privileges to ensure no medical barriers to their job requirements. Failing to do so will prohibit instructors from utilizing proficiency time and being able to conduct flights under MGA business.

2.4 Proficiency Time

2.5.1 MGA employees who are required to have flight credentials to perform their official University duties may utilize MGA aircraft for proficiency time. MGA employees who have flight credentials but who are not required to have them for their MGA position are not eligible to use MGA aircraft for proficiency time. This usage of MGA aircraft for proficiency time is a privilege and not a right. The usage does not accumulate and is not a benefit that has a cash value.

- **2.5.1.1** Each eligible employee has a monthly allowance of 1.5 hours in a single engine and 1.0 hours in the multi-engine.
- **2.5.1.2** Hours gained by fixed-wing instructors that wish to train in the helicopter may only transfer the 1.0 of Seminole time. (Crossover time from the helicopter instructors will be granted only by the chief flight instructor and will be 2.5 for fixed wing single).
- **2.5.1.3** The hours will not be carried over or flown ahead of the current month. (The Chief Flight Instructor may grant exceptions).
- **2.5.1.4** All proficiency time, both fixed wing and rotary, must be approved BEFORE the flight is attempted.

2.5.1.5 If at any time an instructor abuses this privilege by going over their allotted time, flying without approval, or engaging in unsafe or questionable actions, they will have their time stripped or possible termination.

2.5.1.6 Instructors may be charged extra time over their allotted time if they exceed 0.1 hours of their allotted time.

2.5.1.7 Time used to ferry aircraft for school business is not to be counted for individual proficiency time.

2.5.1.8 Proficiency time is employee specific and cannot be utilized by another eligible employee.

2.5.1.9 Flights must remain inside the approved training areas and only public use; paved runways will be allowed. Destinations of helicopter flights must be approved by the Chief Helicopter Instructor.

2.5.1.10 Instructors can use crossover time if they can show they are proficient in every way per FARs and inside the current month. Proof of currency must be presented to the Chief Flight Instructor.

2.5.1.11 Revenue flights cannot be used for Proficiency Time such as for CFII flights. Pro-time may not substitute for lessons (such as Multi Commercial Add-on).

2.5.1.12 The Citabria or Super Decathlon can be used for instructor tail-wheel signoffs if the instructor is eligible to teach CFI applicants.

2.5.1.13 Flight instructors may not use the tail wheel aircraft for single engine proficiency time if they are not teaching a tail wheel course.

2.5.1.14 Flight instructors must have a commercial multiengine rating to use multiengine proficiency time. A multiengine instructor must be onboard for any single engine operations.

2.6 Instructor Conduct

2.6.1 Flight instructors are responsible for maintaining a professional instruction environment that demonstrates calm, thoughtful, and disciplined demeanor. Flight instructors will avoid profanity and obscene language.

2.6.2 If fraternization is identified or suspected, refer to section 1.3 Staff Conduct.

2.6.3 The need for appropriate clothing is relatively apparent. However, there is more to consider. In the close confines of the cockpit, briefing/debriefing rooms, or office, the importance of good personal hygiene cannot be over-emphasized. Further, to promote mutual respect, MGA expects flight students, faculty, and staff to dress neatly and well groomed, reflecting an appropriate and professional appearance on campus and during off-campus attendance at official university functions.

2.6.3.1 All flight instructors are required to wear uniforms.

2.6.3.2 The required uniform consists of khaki, navy, gray, black slacks and black, white, or purple polo shirts (for sale in the MGA bookstore.) The shirt is tucked in (for males), and a belt will be worn. Certain other shirts such as club polos and Piper polos are acceptable.

2.6.3.3 No tennis shoes (sneakers), hunting boots, or cowboy boots will be allowed.

2.6.3.4 All flight instructors are required to be in uniform during all flights, including ferry, proficiency time and rescue flights.

Section 3 – Students

3.1 Student Pilot Certificates

3.1.1 Before their first solo flight, student pilots must obtain a Student Pilot Certificate from the FAA. If they do not have one, their instructor must help them apply through the FAA's IACRA website.

3.2 International Students

3.2.1 The process for enrolling and training foreign pilots under the final rule of the Flight Training Security Program (FTSP)

3.2.2 Students must complete the FTSP application process directly with the TSA.

3.2.3 MGA cannot assist with the application or influence the security threat assessment (STA).

3.2.4 STAs are valid for 5 years. Students may complete several training events during the eligibility period.

3.2.5 A training event is good for 356 days after the starting date. If the training is not completed in this timeframe, a new request must be submitted and approved.

3.2.6 MGA must upload a photo of the student within 5 days of the student arriving for training.

3.2.6.1 Once the FTSP account is created, the student will log in and upload the required documentation and personal information.

3.2.6.2 Students will then submit a request for a flight training event (e.g. initial training) This request may be for either Initial, Instrument, or Multi-Engine flight training event(s) (category 3).

3.2.6.3 MGA will be notified of Flight Training Request and validate/accept the request.

3.2.6.4 Students will receive an email with instructions on how to complete and pay for the process

3.2.6.5 A Security Threat assessment will be conducted by TSA after the request steps are completed

3.2.6.6 Once the student's training event request is submitted correctly and documents are accepted, the student will receive an email containing detailed fingerprint instructions.

3.2.6.7 Once the students have received the final approval, they must begin training within 180 days.

3.3 Medical Certificates

3.3.1 Students are encouraged to pursue a 1st Class Medical to ensure no medical barriers to their pilot goals. Regardless, all student pilots must obtain at least a 2nd Class medical within two weeks of their initial flight. Failing to do so before their first solo flight will lead to grounding.

3.4 Flight Account

3.4.1 Every student will establish a flight account and should consult their assigned flight instructor for details. Timely deposits must be made to ensure a balance that covers flights needed to complete the flight syllabus. Students are not permitted to fly without sufficient funds. This policy is designed to ensure that students have the necessary financial resources to support their flight training activities, promoting responsible account management and preventing disruptions during training.

3.4.2 Account Balances:

3.4.2.1 Students must not initiate a flight with an account balance less than $500.00 for a training flight or a check ride flight remaining in the local area. Any check ride flights that take place outside the local area must have a $1000.00 balance or the amount necessary to cover the flight, whichever is higher (i.e., multiengine check rides or cross-country flights).

3.5 Handling Arrested, Incarcerated, or Awaiting Trial Students

3.5.1 MGA is committed to ensuring the safety and integrity of its aviation programs. Students are required to disclose any legal issues that may affect their ability to participate safely in training or operations.

3.5.2 Reporting Requirement

3.5.2.1 Any student who is arrested, incarcerated, awaiting trial, or cited for driving under the influence (DUI) must notify the flight school administration within 24 hours of the incident.

3.5.3 Administrative Review

3.5.3.1 Upon notification, the Executive Director of Flight Operations will conduct a confidential meeting with the student to gather details of the incident.

3.5.3.2 The Executive Director will conduct a risk assessment to determine whether immediate suspension from certain activities is required to ensure safety.

3.5.4 Interim Actions

3.5.4.1 Minor offenses (e.g., DUI without injury or comparable misdemeanor charges) will result in suspension from operating school aircraft or vehicles pending review.

3.5.4.2 Major offenses (e.g., violent felonies or serious crimes) will result in immediate suspension from all school activities pending review.

3.5.5 Monitoring and Due Process

3.5.5.1 The Executive Director of Flight Operations will monitor legal proceedings and adjust actions as appropriate, maintaining the presumption of innocence while ensuring safety.

3.5.5.2 All proceedings will be handled with confidentiality and prompt communication.

3.5.6 Outcomes

3.5.6.1 If the student is acquitted or charges are dismissed, reinstatement will be granted following administrative review.

3.5.6.2 If the student is found guilty of a major offense, expulsion from the program will be imposed.

3.5.6.3 All decisions may be appealed in accordance with MGA policy.

3.6 Student Conduct and Uniforms

3.6.1 Middle Georgia State University issues identification badges to all individuals affiliated with the flight program. These badges serve as a means of ensuring proper identification and access control within the airport and training environment.

3.6.2 Policy:

3.6.2.1 Identification badges must be worn at all times while present at the airport or while operating MGA aircraft.

3.6.2.2 Badges must be displayed clearly on the front of the torso, above waist level, to allow immediate recognition by staff, students, and airport personnel.

3.6.2.3 Failure to wear an identification badge may result in restricted access to flight operations areas until compliance is achieved.

3.7 Fraternization

3.7.1 Fraternization is defined as personal relationships between students, instructors, or staff that extend beyond the boundaries of a professional instructor–student working relationship. Fraternization is gender-neutral and considered detrimental to good order, discipline, and professional training

3.7.2 Prohibited Conduct:

3.7.2.1 Students and instructors engaged in a known personal relationship are prohibited from flying together.

3.7.2.2 Conduct that creates the appearance of favoritism, undermines instructor authority, or compromises professional integrity is prohibited.

3.7.3 Consequences of Fraternization:

3.7.3.1 Questioning of an instructor's objectivity.
3.7.3.2 Actual or perceived preferential treatment.
3.7.3.3 Undermining of instructor authority.
3.7.3.4 Compromise of training standards or program integrity.

3.7.4 Reporting and Investigation:

3.7.4.1 Suspected or known fraternization must be reported to the Executive Director of Flight Operations.
3.7.4.2 The Executive Director will investigate, which may include collection of written statements, interviews with associated parties and witnesses, and a formal summary of findings.
3.7.4.3 Findings and recommendations will be forwarded to the Dean for review and action

3.7.5 Resolution:

3.7.5.1 The Dean, in consultation with the Executive Director of Flight Operations and the Chief Flight Instructor, will determine appropriate disciplinary action.
3.7.5.2 Disciplinary actions may include reassignment, suspension, or termination from the program, in accordance with university policy.
3.7.5.3 All proceedings will follow the due process standards outlined in the Middle Georgia State University Student and Faculty/Staff Handbooks.

3.8 Uniforms

3.8.1 The need for appropriate clothing is relatively apparent. Nevertheless, there is more to consider. In the close confines of the cockpit, briefing/debriefing rooms, or office, the importance of good personal hygiene cannot be over-emphasized. Further, to promote mutual respect, MGA expects flight students, faculty, and staff to dress neat and well groomed, reflecting an appropriate and professional appearance on campus and during off-campus attendance at official university functions

3.8.2 Policy

3.8.2.1 All flight students are required to wear uniforms.
3.8.2.2 The required uniform consists of khaki or black slacks and grey polo shirts (for sale in the MGA bookstore.) The shirt is tucked in (for males), and a belt will be worn. Club polos may be worn on days that have club events scheduled.
3.8.2.3 No tennis shoes (sneakers), hunting boots, or cowboy boots will be allowed.
3.8.2.4 All students must be in uniform by the end of the third week of their first semester at MGA.
3.8.2.5 All flight students are required to be in uniform during all flights.

Section 4 – Drug and Alcohol Use

Middle Georgia State University (MGA) maintains a drug- and alcohol-free learning environment in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Anti-Drug Provisions of the Georgia Code. Due to the inherently hazardous nature of aviation programs, all individuals associated with the School of Aviation (SoA)—including students, staff, and instructors—must always remain free of chemical impairment during participation in aviation-related training, instruction, operations, or aircraft maintenance.

4.1 Prohibited Conduct

Aviation students, instructors, and staff are prohibited from:

4.1.1 Using, possessing, distributing, manufacturing, selling, or attempting to sell illegal substance.

4.1.2 Reporting for duty or participating in training, instruction, or operations under the influence of alcohol, illegal substances, or misused prescription medication.

4.1.3 Possessing or consuming impairing substances on or off campus property while engaged in any activity associated with MGA aviation programs, including flight, maintenance, structural technology, and internships.

4.2 Student Drug and Alcohol Testing

4.2.1 Pre-Training Requirement: Each student must complete and pass an initial drug screening prior to participation in aviation training.

4.2.2 Ongoing Testing: Students are subject to random, reasonable suspicion, and other required drug and alcohol testing throughout enrollment.

4.2.3 Violations:

4.2.3.1 First positive test: student is removed from the program for one semester. Re-entry may be requested the following semester, subject to a clean drug screening.

4.2.3.2 Second positive test: permanent removal from all MGA aviation programs.

4.2.3.3 Pending cases: students testing positive may be restricted from all aviation-related classes, flight training, and maintenance activities until resolution.

4.2.4 Tampering: Any attempt to alter or falsify a drug test result will be treated as a violation and subject to the same sanctions listed above.

4.2.5 Agreement: Participation requires signing the School of Aviation Drug Testing Agreement at the beginning of each semester. Failure to sign will result in denial of admission or continuation in the program.

4.3 Instructor and Staff Drug and Alcohol Policy

4.3.1 Aviation instructors and staff who regularly operate aircraft as pilot in command, or who are involved in the safety or operation of aircraft (e.g., mechanics, air traffic controllers, flight instructors), are subject to the same zero-tolerance requirements.

4.3.2 A positive test for illegal substances, alcohol, or abuse of prescription medication may result in disciplinary action up to and including termination, in accordance with the University System of Georgia Human Resources Administrative Manual (HRAP) Policy on Dismissal, Demotions, or Suspensions.

Section 5 – Scheduling Attendance and Ground

5.1 Scheduling

5.1.1 Instructor Responsibilities

5.1.1.1 Flight Instructors will schedule all training activities, including flights, flight training device (FTD) sessions, oral evaluations, and ground instruction, using the approved scheduling software.
5.1.1.2 Flights should be scheduled at least one week in advance whenever possible.
5.1.1.3 If a scheduled activity must be changed, the Flight Instructor is responsible for informing the student of the revised date and time.

5.1.2 Student Responsibilities

5.1.2.1 Students are required to check the posted schedule regularly for the date and time of their assigned activities.
5.1.2.2 Students must arrive on time and prepared for all scheduled activities.
5.1.2.3 Late arrival may result in the aircraft or training slot being reassigned to another student.

5.1.3 Operational Expectations

5.1.3.1 Students should begin and complete training activities within the allocated time block.
5.1.3.2 Normal flight activities occur between **0600 and 2200 local time** daily

5.2 No Shows

5.2.1 Student Responsibilities

5.2.1.1 Students must be punctual for all scheduled lessons.
5.2.1.2 If a student is late to their flight block, the aircraft may be reassigned to another student that is present at the start of the flight block.
5.2.1.3 Cancellations must be made at least **two hours before the scheduled flight.**
5.2.1.4 For flights scheduled at **0600 local time**, students must notify their instructor the evening before.
5.2.1.5 Failure to provide notice will result in a **No-Show fee equal to one hour of aircraft rental.**
5.2.1.6 Exceptions: A physician's note will excuse illness-related absences from being considered No-Shows.

5.2.2 Instructor Responsibilities

5.2.2.1 Flight instructors must be present at the start of a flight block time to brief their students.
5.2.2.2 Instructor failure to meet this requirement will result in an **Instructor No-Show.**
5.2.2.3 Instructors with a No-Show may receive a written reprimand or other disciplinary action.

5.2.3 Administrative Actions

5.2.3.1 After **four No-Shows or four cancellations**, the Team Leader will counsel the student in writing.
5.2.3.2 Students will be advised that additional No-Shows may result in removal from the flight schedule and assignment of a failing grade ("F").
5.2.3.3 Students enrolled in **both summer terms** are treated as enrolled in a single semester for the purposes of this policy.

5.3 Grounding

5.3.1 Students may face restrictions on certain flight-related activities for administrative, operational, or medical reasons, commonly referred to as "grounding." The process of being released from grounding is termed "un-grounding." Here are the main types of grounding:

5.3.1.1 Administrative Grounding:

5.3.1.1.1 Any situation not explicitly covered by other grounding types.

5.3.1.2 Operational Grounding:

5.3.1.2.1 Apparent violation of MGA or FAA regulations. Involvement in an incident/accident automatically triggers grounding until the situation is resolved. This is a precautionary measure, not assigning blame.

5.3.1.3 Medical Grounding - Conditions warranting medical grounding include:

5.3.1.3.1 Upper respiratory infections (e.g., colds, flu)
5.3.1.3.2 Fever
5.3.1.3.3 Nausea, vomiting, diarrhea
5.3.1.3.4 Local anesthesia (e.g., Novocain)
5.3.1.3.5 Blood donation (must notify Chief Flight Instructor)
5.3.1.3.6 Plasmapheresis (plasma donation)
5.3.1.3.7 Prescription and over-the-counter drugs with potential side effects
5.3.1.3.8 Undue fatigue
5.3.1.3.9 Scuba diving (24-hour restriction before flying)
5.3.1.3.10 Pregnancy (with written approval from obstetrician or aero-medical doctor)

5.3.2 Student Reporting Policy

5.3.2.1 When grounded by a physician, students must inform their flight instructor promptly to halt scheduling. Upon feeling well enough to resume flying, they need to return to the physician for release from grounded status. The instructor should be notified promptly after un-grounding to resume scheduling.

5.3.3 Grounding Limitations:

5.3.3.1 Anyone grounded for more than ten consecutive or 15 cumulative days during a flight course, for any reason, may be subject to withdrawal from the course. This ensures that students actively progress through their training without prolonged interruptions.

Section 6 – Flight Training

6.1 General

6.1.1 Flight Courses and Training Aircraft

6.1.1.1 MGA offers flight courses leading to various FAA certificates and ratings. Course details are published in the University Catalog and in the FAA-approved Training Course Outlines (TCOs). All training follows the approved TCOs to ensure compliance with FAA requirements and consistency of instruction.

6.1.1.2 Each flight course is divided into stages, units, and lessons with specific objectives and performance standards.

6.1.1.3 Students must satisfactorily complete the current unit before progressing to the next.

6.1.1.4 Strict scheduling policies are enforced to minimize interruptions and maintain training continuity.

6.1.2 Training Aircraft Assignments

Middle Georgia State University assigns training aircraft based on lesson objectives to optimize training consistency and effective utilization of resources

6.1.2.1 Piper Warrior (PA-28-161)

6.1.2.1.1 Used for: aircraft familiarization, solo cross-country preparation, and initial instrument training/familiarization

6.1.2.2 Piper Archer (PA-28-181)

6.1.2.2.1 Used for: aircraft familiarization, instrument training, glass cockpit and navigation systems training, local VFR training, and dual VFR cross-country training.

6.1.2.3 Piper Arrow (PA-28R-201)

6.1.2.3.1 Used for: complex aircraft training, local VFR training, dual VFR cross-country training, and instrument training.

6.1.2.4 Piper Seminole (PA-44-180)

6.1.2.4.1 Used for: multiengine training associated with approved multiengine courses.

6.1.2.5 Citabria Aurora (7ECA)

6.1.2.5.1 Used for: spin training, aerobatic training, and tailwheel training.

6.1.2.6 Super Decathlon (KCAB)

6.1.2.6.1 Used for: spin training, aerobatic training, and tailwheel training.

6.1.2.7 Guimbal Cabri (G2) and Robinson R44

6.1.2.7.1 Used for: all helicopter training (Private, Instrument, Commercial, and CFI) conducted under 14 CFR Part 61.

Note: Aircraft assignments are subject to availability and maintenance status. Instructors may substitute comparable aircraft as necessary to ensure training continuity and compliance with course objectives.

6.2 Flight registration (Ground and lab)

6.2.1 Transfer Students with Previous Training

6.2.1.1 Credit for prior training is regulated by 14 CFR 141.77.
6.2.1.2 Students seeking credit must receive approval before beginning MGA flight training.
6.2.1.3 Students must complete an oral, written, and/or practical test at the discretion of the Chief Flight Instructor.
6.2.1.4 Credited training must be documented at enrollment and is permanently recorded by the University.

6.2.2 Transfer credit limits:

6.2.2.1 From another Part 141 school: maximum of 50% of the specific syllabi requirements.
6.2.2.2 From a Part 61 school: maximum of 25% of credit earned.
6.2.2.3 Flight time, certifications, and ratings earned outside MGA will not fulfill MGA course requirements without prior approval from the Executive Director of Flight Operations.

6.2.3 FAA Written Exams

6.2.3.1 Students must score 90% or higher on two separate attempts of the FAA Written Practice Examination before receiving endorsement for the official FAA Written Examination.
6.2.3.2 Students who fail to complete the FAA Written Examination will be placed on Flight Probation and may not register for a flight lab.

6.2.4 Flight Probation (Grounding)

6.2.4.1 Imposed when a student fails the FAA Written Examination at the end of a semester.
6.2.4.2 Students will be prohibited from flight training for the first two weeks of the following semester.
6.2.4.3 During probation, the student must:

6.2.4.3.1 Attend academic classes,

6.2.4.3.2 Practice the FAA Written Practice Examination, and
6.2.4.3.3 Pass the FAA Written Examination before resuming training.

6.2.4.4 If the student still fails after probation, the Executive Director of Flight Operations may require one of the following:

6.2.4.4.1 Retake the associated academic course,
6.2.4.4.2 Restart the degree program,
6.2.4.4.3 Work with a private tutor (credit transfer required),
6.2.4.4.4 Complete a home study course (credit transfer required),
6.2.4.4.5 Withdraw from the degree program, or
6.2.4.4.6 Change to another aviation-related major.

6.3 Flight Training Progress Expectations and Flow

6.3.1 Solo Flights

6.3.1.1 Students are expected to solo after successfully completing the Private Pilot Stage 1 Exam.
6.3.1.2 If not soloed by 30 hours, the instructor will request a Progress Evaluation from the Chief or Assistant Chief Flight Instructor.
6.3.1.3 Based on the evaluation, the Chief or Assistant Chief will recommend:

6.3.1.3.1 Five additional hours of flight training, or
6.3.1.3.2 Termination from the program.
6.3.1.3.3 If solo is still not achieved after additional training, the student will be removed from the program and informed of options by the Executive Director of Flight Operations.

6.4 Evaluation

6.4.1 Board of Review

6.4.1.1 Comprised of the Chief Flight Instructor, Assistant Chief Flight Instructor, and assigned Flight Instructor.
6.4.1.2 Authority of Board:

6.4.1.2.1 Reinstate the student with additional training,
6.4.1.2.2 Drop the student from the course with a failing grade (WF), or
6.4.1.2.3 Disenroll the student from the program.

6.4.2 Flight Evaluations

6.4.2.1 Include stage checks, End-of-Course (EOC) checks, and progress checks.
6.4.2.2 Conducted by authorized instructors to verify student progress against unit standards and objectives.

6.4.2.3 Students struggling to meet standards may be assigned:

6.4.2.3.1 Additional training,
6.4.2.3.2 Counseling,
6.4.2.3.3 Instructor reassignment,
6.4.2.3.4 Evaluation flights, or
6.4.2.3.5 A written action plan.

6.4.2.4 Evaluations are conducted professionally in a non-threatening environment.

6.4.3 Stage Evaluations

6.4.3.1 Students must pass all scheduled stage evaluations.
6.4.3.2 Failure results in either:

6.4.3.2.1 Additional training flight hours, or
6.4.3.2.2 Termination from training.

6.4.3.3 Continued failure after additional training results in withdrawal from the program.

6.4.4 Performance Evaluations and Progress Checks

6.4.4.1 Conducted by Flight Instructors, Stage Check Instructors, or Assistant Chief Flight Instructors.
6.4.4.2 Used when students face repeated challenges or fail evaluations.
6.4.4.3 Provide additional insight, support, and corrective action for struggling students.

6.4.5 End of Course Evaluations (EOC)

6.4.5.1 Conducted by Assistant Chief Flight Instructors or Stage Check Instructors.
6.4.5.2 Students must pass all scheduled EOCs.
6.4.5.3 Failure on a second attempt leads to one of two recommendations to the Executive Director of Flight Operations:

6.4.5.3.1 Additional training flight hours, or
6.4.5.3.2 Termination from Part 141 training.
6.4.5.3.3 Continued failure after additional training results in program withdrawal.

6.5 Evaluation Failure Process

6.5.1 First failure:

6.5.1.1 student receives one ungraded review flight before retest with the same evaluator (if possible).

6.5.2 Second failure:

6.5.2.1 student receives two ungraded review flights before third attempt.

6.5.3 Third attempt:

6.5.3.1 must be evaluated by a different evaluator.

6.6 Check Ride Process

6.6.1 When a student completes an End-of-Course check, the instructor submits a **Check ride Schedule Request Form** to the Designated Assistant Chief Flight Instructor.

6.6.2 Private Pilot Check Rides

6.6.2.1 The assigned instructor must accompany the student to the check ride site, ensure preparedness, and remain available throughout the process.

6.6.3 All Other Check Rides:

6.6.3.1 Students may travel solo to the check ride location, provided the flight is conducted in **VFR conditions only**.

6.6.3.2 Solo check ride flights into actual IFR conditions are strictly prohibited.

6.6.4 Students are not permitted to solo complex aircraft (retractable landing gear). All such operations must include an instructor on board.

6.6.5 Students arranging their own check ride must keep the Designated Assistant Chief Flight Instructor informed of results.

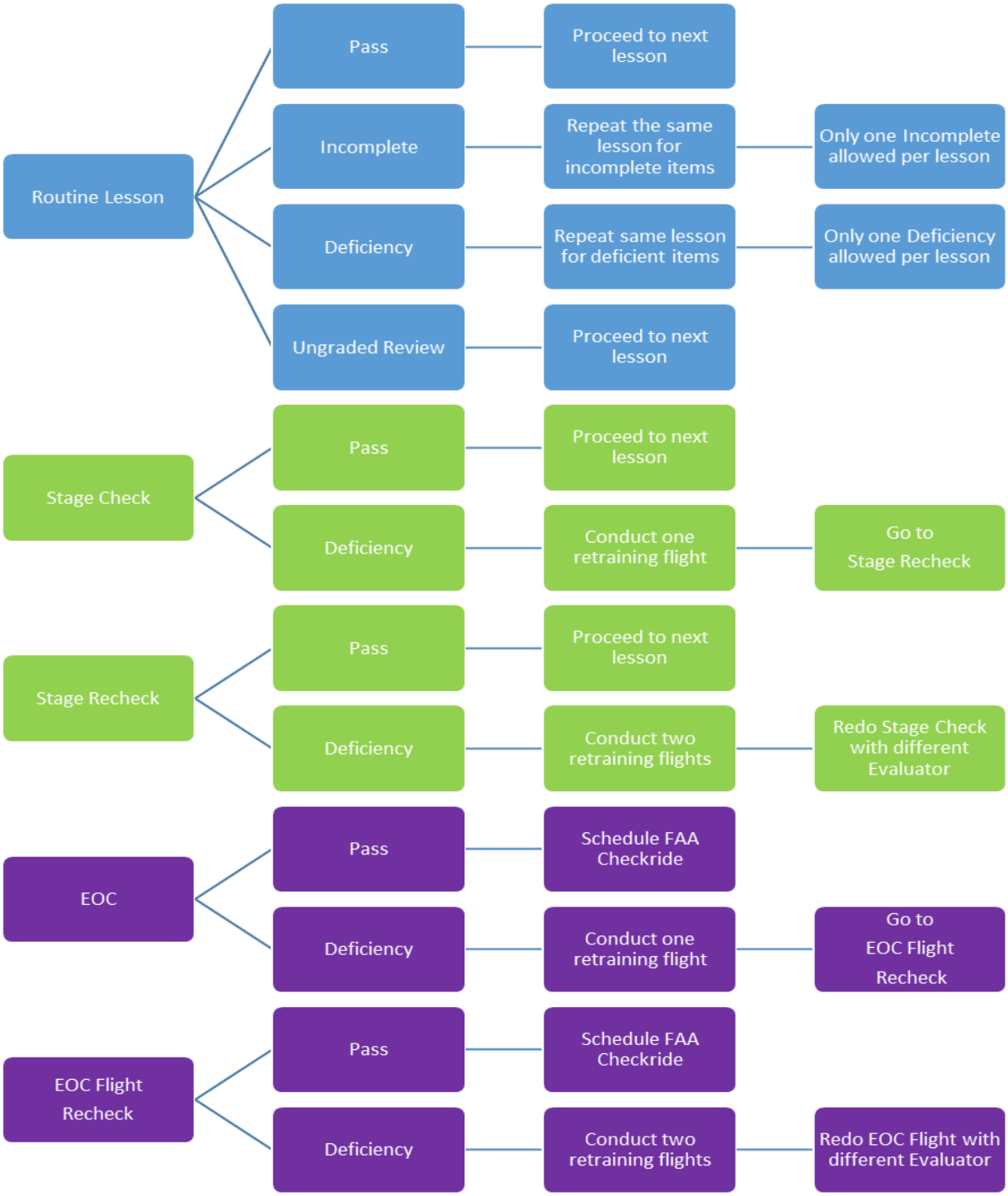
6.6.6 MGA is not obligated to provide aircraft or resources for self-arranged check rides but may do so at the discretion of the Chief Flight Instructor.

6.6.7 Aircraft will not be checked out overnight under any circumstances.

6.7 Academic

6.7.1 Students must pass the appropriate FAA Written Examination after the relevant semester.

6.7.2 Failure to pass within **two weeks** will result in **Flight Probation**, and the student will not be allowed to register for a flight lab.


Routine Lesson
Pass
Proceed to next lesson
Incomplete
Repeat the same lesson for incomplete items
Only one Incomplete allowed per lesson
Deficiency
Repeat same lesson for deficient items
Only one Deficiency allowed per lesson
Ungraded Review
Proceed to next lesson
Stage Check
Pass
Proceed to next lesson
Deficiency
Conduct one retraining flight
Go to Stage Recheck
Stage Recheck
Pass
Proceed to next lesson
Deficiency
Conduct two retraining flights
Redo Stage Check with different Evaluator
EOC
Pass
Schedule FAA Checkride
Deficiency
Conduct one retraining flight
Go to EOC Flight Recheck
EOC Flight Recheck
Pass
Schedule FAA Checkride
Deficiency
Conduct two retraining flights
Redo EOC Flight with different Evaluator

Section 7 – Ramp Operation

7.1 Starting Engines

To initiate the aircraft starting procedures safely, the pilot should follow these steps:

7.1.1 **Clear the Starting Area:** Conduct a visual survey of the immediate area around the aircraft to ensure there are no individuals or objects that could pose a danger during starting procedures. Fin Strobe lights are on as a visual warning to others that the airplane is about to start up.

7.1.2 **Call "CLEAR":** Verbally announce "CLEAR" to alert anyone in the vicinity. Listen attentively for any responses or signals indicating that it is not safe to proceed with starting the aircraft.

7.1.3 **Engage Starter:** After starting, promptly check the oil pressure to ensure it is within the appropriate range while the aircraft is idling. Oil pressure should stabilize within 5 seconds.

7.1.4 **Complete Before-Taxi Checklist:** Ensure that all essential systems and controls are in the correct configuration for safe ground movement.

By adhering to these steps, the pilot contributes to a safe starting procedure, minimizing the risk of accidents or damage to the aircraft.

7.2 Hand propping

MGA prohibits the hand propping of any aircraft in MGA's fleet.

7.3 Boarding and Deplaning

Boarding and de-planing the airplanes while the engine(s) are running is prohibited. During helicopter operations, boarding and de-planing the helicopter while the engine is running is at the discretion of the pilot in command. Deviations may be approved by a Team Leader or higher, such as in the case of discovery flights or maintenance taxi-training.

7.4 Taxiing and Parking

When taxiing an aircraft, it is crucial to adhere to safety guidelines and procedures. Here are the key points to keep in mind:

7.4.1 **Taxi Speed:**

- Aircraft should never be taxied faster than a brisk walk.
- Sterile cockpit procedures should be enforced.
- Control taxi speed using the throttle; avoid using brakes to manage speed.

7.4.2 **Nose Wheel Tracking:**

- The nose wheel should follow the marked centerline on ramp areas.
- Tracking the centerline does not guarantee clearance; if uncertain, use wingtip observers or shut down the airplane and check for clearance.

7.4.3 **Caution Near Obstructions:**

- Exercise caution near fuel trucks and other vehicles and parked airplanes on the ramp.
- Do not attempt to taxi around vehicles; prioritize safety.

7.4.4 **Right of Way:**

- Aircraft departing the ramp should yield to those entering when possible.
- Give-way procedures should be followed.

7.4.5 **Engine Run-up Procedures:**

- Run-ups, including power-on magneto checks, must be done in designated run-up areas just before taxiing onto the active runway.
- Students or instructors may not run the engine up to full power on the ramp unless directed by maintenance.

7.4.6 **Parking Procedures:**

- When taxiing to a parking area, park in the first available designated space.
- Align the aircraft axis as closely as possible with the center of the parking spot.
- Pilots are responsible for any damage caused during taxi, including prop blasts.

7.4.7 **Shutdown Procedures:**

- After shutdown, ensure windows are closed.
- Use the seatbelts to secure the yoke during gusty/windy conditions.
- Attach tie-down ropes or use chocks or both.

By following these guidelines, pilots contribute to safe and responsible taxiing practices, minimizing the risk of accidents and ensuring the well-being of both the aircraft and surrounding equipment.

Section 8 – Pre and Post Flight Operations

8.1 General

Preparedness (e.g. IMSAFE, equipment)

Maintaining a clear mind and sharp reflexes is crucial for flying, making it essential for pilots **to** effectively "preflight" themselves. The acronym "IM SAFE" serves as a reminder for pilots to assess any illness, medication, stress, alcohol intake, fatigue, or emotional factors that could affect their upcoming flight. Additionally, pilots should be mindful of their current eating habits, avoiding flying if they are malnourished.

Thoroughly evaluating and preparing for the demands of flying lays the foundation for safe and efficient flight activities. Conversely, fatigue, emotional distress, or distraction can compromise safety and hinder the learning process. Therefore, MGA encourages pilots to arrive for all flight activities well rested, prepared, and ready for a productive learning experience.

8.2 Check-in of aircraft

8.2.1 Cans

Aircraft Metal Notebooks (“Cans”) Contents:

1. **Aircraft VOR Checks:**
    - Contains records of all VOR tests for IFR-rated aircraft. Pilots should refer to this log to ensure the aircraft has undergone the required check within the last 30 days.
2. **Aircraft Flight Log:**
    - Records Hobbs time, tachometer time, and indicates the next aircraft inspection time. The log must include the names of the pilot and instructor if applicable.
3. **Aircraft Keys:**
    - Contains the actual keys if required for the aircraft.

After the Dispatcher assigns or verifies an aircraft, each pilot should:

- Pick up the corresponding aircraft key and review the associated key book.
- Verify the aircraft's suitability for the planned flight by checking for scheduled maintenance times/dates and any deferred squawks on the scheduling software.
- Pilots must carry the appropriate aircraft key book on board during every flight. Enter any squawks in The Scheduling Software immediately upon completion of the flight. If necessary, a verbal explanation of the discrepancy may be required by maintenance.
- Pilots must return aircraft key books to Dispatch immediately after each flight. The scheduling software is an integral part of MGA’s aircraft maintenance program.

Pilots are requested to carefully, thoroughly, and legibly document any aircraft irregularity.

8.3 Aircraft Inspections

8.3.1 Pre-flight inspection

Pilots are urged to conduct a meticulous preflight inspection, paying close attention to detail and noting any discrepancy. Students are expected to have a copy of the MGA Checklist in-hand as they perform pre-flight.

In case of uncertainty about the impact of any discrepancy, pilots should discuss it in detail with their flight instructor and appropriate maintenance personnel (if necessary) before departure. Pilots uncomfortable with an aircraft's known discrepancy should express their concerns and request an alternative aircraft.

For pilots needing assistance during preflight:

1. Contact your flight instructor first.
2. For operational problems, pilots can contact Dispatch.

The aircraft preflight should follow the checklist outlined in the checklist provided by MGA. MGA provides checklists with additional items beyond the Pilot Operating Handbook, covering all elements listed in the standard POH checklists.

8.3.2 Required documents

Pilots, especially students, should keep their flight equipment easily accessible and well organized for use during flight. Essential items for students include:

1. Pilot certificate, photo ID, and medical certificate (plus logbook for student pilots).
2. Current charts for the planned flight.
3. Functional flashlights for night flights.
4. Flight Computer. (analog or digital)
5. Airplane Flight Manual. (kept in the airplane)

Flight instructors should bring additional equipment as needed for the specific flight, such as the student's lesson plan, a current sectional chart, and, if weather conditions are challenging, low altitude and instrument approach charts. **Electronic equivalents are acceptable.**

8.4 Fuel

8.4.1 Fuel sampling

To check the fuel, the pilot will drain at least a cup of fuel (using a sampler cup) from all fuel drain points to check for water, sediment, and proper fuel grade. If water is observed, take further samples until clear, and then, after informing maintenance of your intentions, gently rock wings and lower tail to the ground to move any additional

contaminants to the sampling points. Take repeated samples from all fuel drain points until the contamination has been removed. Contaminated fuel will be placed in designated red fuel cans for that purpose.

8.5 Weather Limitations/Restrictions

Middle Georgia State University (MGA) maintains minimums that exceed FAR 91.155 requirements in many cases to enhance safety. For specific weather restrictions refer to Section 11.

8.5.1 **Visual Flight Rules (VFR):**

8.5.1.1 Airplane: No traffic pattern training flights when the ceiling is reported below 1,500 feet AGL and visibility is less than three (3) statute miles.

8.5.1.2 Helicopter: No traffic pattern training flights when the ceiling is reported below 800 feet AGL and visibility is less than two (2) statute miles.

8.5.1.3 No training flights (dual or solo) in MGA designated flight practice areas when the ceiling is reported below 2,000 feet AGL and visibility is less than three (3) statute miles.

8.5.1.4 Cross Country (at least 50 NM for airplanes and 25 NM for helicopters from EZM):

- Dual training flight minimums for VFR: Ceilings at least 2,000 feet AGL and 3 statute miles visibility, one hour before until one hour after the scheduled flight.
- Solo cross-country training flight weather minimums: Ceilings at least 3,000 feet AGL and 5 statute miles visibility, one hour before until one hour after the scheduled flight.
- The Chief Flight Instructor or designated Assistant Chief Flight Instructor can adjust MGA's weather minimum policy to be less restrictive per FAR 91.155 on a case-by-case basis.

8.5.2 Instrument Flight Rules (IFR):

8.5.2.1 In addition to the minimums listed in the FARs, the following rules apply for training flights conducted under Instrument Flight Rules (IFR) in instrument meteorological conditions (IMC).

8.5.2.2 For take-offs, see section 11.2.7.

8.5.2.3 A legal alternate per FAR 91.167, 91.169 exists within 50 nautical miles of Heart of Georgia Regional Airport (EZM) or Macon Downtown Regional Airport (KMAC) except for instrument cross-country flights. The alternate for instrument cross-country flights will be per FAR 91.167, 91.169. The above rule applies to multi-engine aircraft with the exception that a legal alternate must be within 100 nautical miles. An FAA flight plan with a legal alternate will be filed for every instrument training flight in IMC conditions.

8.6 Ramp Operations (e.g. Parking and securing aircraft)

Aircraft will be secured by chocks on the nose wheel OR by tying down both wings. If weather conditions warrant (high winds) all aircraft will be tied down and the passenger seat belt wrapped around the yoke as a gust lock as recommended by Piper Aircraft**.**

8.7 Aircraft Discrepancies and Write-ups

If a pilot discovers any non-functional equipment, they should follow a systematic process to ensure the safety and airworthiness of the aircraft. The steps include:

1. **Consult Applicable FARs:** Check FAR 91.205, FAR 91.213, and FAR 91.215 to determine if the malfunctioning item is necessary for the specific flight.
2. **Refer to Aircraft POH:** Consult the Pilot's Operating Handbook (POH) to verify if the manufacturer requires the equipment. If not mandated, proceed to the next step.
3. **Check Airworthiness Directives:** Investigate any airworthiness directives that may necessitate the operational status of the equipment for the current flight.
4. **Contact Maintenance Personnel:** Communicate with maintenance personnel to assess whether the equipment failure poses a hazard to the aircraft. If required, maintenance personnel will deactivate and placard the equipment according to FAR Part 43, and the action will be documented in the aircraft logbook.
5. **Verify Logbook Entries:** Confirm in the aircraft logbook that all requirements under FAR 91.205, 91.213, and 91.215 have been addressed, ensuring the ongoing airworthiness of the aircraft.
6. **Check the scheduling software for Aircraft Status:** Before departing on a flight, pilots must verify the status of the aircraft in the Electronic Flight System (EFS) for any open or deferred issues.
7. **Enter Detailed Squawk in the scheduling software:** If a discrepancy is found, enter a detailed squawk in the scheduling software. The aircraft will be automatically grounded until the squawk is resolved, which can only be done by a qualified mechanic.
8. **Clear and Accurate Squawk Descriptions:** When reporting a squawk, provide a clear and accurate description. Vague descriptions like "Seat doesn’t work" are unhelpful. Specify which seat and provide detailed information about the issue.
9. **Reporting Squawks on Dual and Solo Flights:** In a dual flight, the instructor enters the squawk and their name. In solo flights, the student reports the squawk to Dispatch and their instructor.
10. **Handling Unresolvable Squawks:** If an aircraft squawk cannot be entered in the scheduling software, a red sleeve will be placed over the propeller blade, indicating that the aircraft is unsafe for flight. The pilot should promptly inform dispatch or maintenance of the issue.

8.8 Check-in

After each flight, it is essential to properly secure the aircraft. Remove all trash from the cabin, verify that all electrical switches are off, and release the parking brake. Ensure that all doors and windows are closed, chocks, and/or tie-downs correctly, and note any aircraft discrepancies in the log. A final walk-around inspection should confirm the completion of all tasks. Failure to secure the aircraft adequately may result in disciplinary action for both students and instructors.

When entering Dispatch, check the aircraft key book for completeness and turn it in promptly. In the event of an aviation-related incident involving an MGA flight, such as a bird strike or tail strike, the pilot or instructor must inform Dispatch.

Section 9 – Flight Operations

9.1 Local Operations (KEZM and KMAC and 48A)

9.1.1 Eastman Airport Operations

EZM has practice areas shown on the map at the Dispatch desk and paragraph 8.2.1. Radar services from Atlanta Approach Control and Jacksonville Center cover these areas. Potential hazards include:

1. Lack of continuous radar service in areas D, E, and F.
2. Heavy military traffic near Warner Robins AFB in the Northwest.
3. Moody 1 MOA intrusion into the South and Southwest of practice area G.
4. Military Training Routes (MTRs) are present in all sectors.

Recognizable features like roads, rivers, towns, etc., define area boundaries.

9.1.1.1 Traffic Pattern Direction

The traffic pattern at Eastman Airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement.

A. The traffic pattern altitude is 1,800 feet MSL (1,500 AGL) for large or turbine-powered airplanes, 1,300 feet MSL (1,000 AGL) for all other multi-engine and single-engine airplanes, and 800 feet MSL (500 AGL) for helicopters.

B. A radio call using the aircraft complete call sign should be made before entering and exiting the traffic pattern if Tower is not in operation. Radio communications must be established with Tower prior to entering the Class D airspace.

9.1.1.2 Practice Holding Procedures

1. Practice VFR/VMC holding procedures will only be done as published and are limited to two aircraft at a time with at least 1,000' separation in altitude.
2. All IMC holding procedures will be accomplished in accordance with ATC instructions.

9.1.2 Cochran Airport Operations

48A has practice areas shown on the map at the Dispatch desk and paragraph 8.2.1. and will use A, B, C, D, and occasionally F. Radar services from Atlanta Approach Control and Jacksonville Center cover these areas. Potential hazards include:

- Lack of continuous radar service in areas D, and F.
- Heavy military traffic near Warner Robins AFB in the Northwest.
- Military Training Routes (MTRs) are present in all sectors.
- A crop-dusting Part 137 operation is located on the south side of the 5/23 runway.

Recognizable features like roads, rivers, towns, etc., define area boundaries.

9.1.2.1 Traffic Pattern Direction

9.1.2.1.1 The traffic pattern at Cochran Airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement.

9.1.2.1.2 The traffic pattern altitude is 1,800 feet MSL (1,500 AGL) for large or turbine-powered airplanes, 1,300 feet MSL (1,000 AGL) for all other multi-engine and single-engine airplanes, and 800 feet MSL (500 AGL) for helicopters.

9.1.2.1.3 A radio call using the aircraft complete call sign should be made before entering and exiting the traffic pattern.

9.1.2.1.4 Runway 5/23 will not be used for solo operations.

9.1.2.2 Practice Holding Procedures

9.1.2.2.1 Practice VFR/VMC holding procedures will only be done as published and are limited to two aircraft at a time with at least 1,000' separation in altitude

9.1.2.2.2 All IMC holding procedures will be accomplished in accordance with ATC instructions

9.1.3 Macon Downtown Airport Operations

9.1.3.1 Traffic Pattern Direction

9.1.3.1.1 The traffic pattern at Macon Downtown Airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement. Runway 28 is right-hand traffic.

9.1.3.1.2 The traffic pattern altitude is 1,900 feet MSL (1,500 AGL) for large or turbine-powered airplanes, 1,400 feet MSL (1,000 AGL) for all other multi-engine and single-engine airplanes, and 900 feet MSL (500 AGL) for helicopters.

9.1.3.1.3 A radio call using the aircraft complete call sign should be made before entering and exiting the traffic pattern. Aircraft returning from the practice area should call on the published CTAF frequency for the Macon Downtown airport 10 miles from the airport.

9.1.3.1.4 A radio call using the aircraft complete call sign should be made before entering and exiting the traffic pattern.

9.1.3.2 MAC Practice Areas

9.1.3.2.1 MAC practice areas are depicted on the map in 8.2.2 and displayed at the Dispatch desk. Atlanta Approach Control and Jacksonville Center radar services cover the practice areas.

9.1.3.2.2 There are potential hazards that exist to students/Flight Instructors in the practice areas:

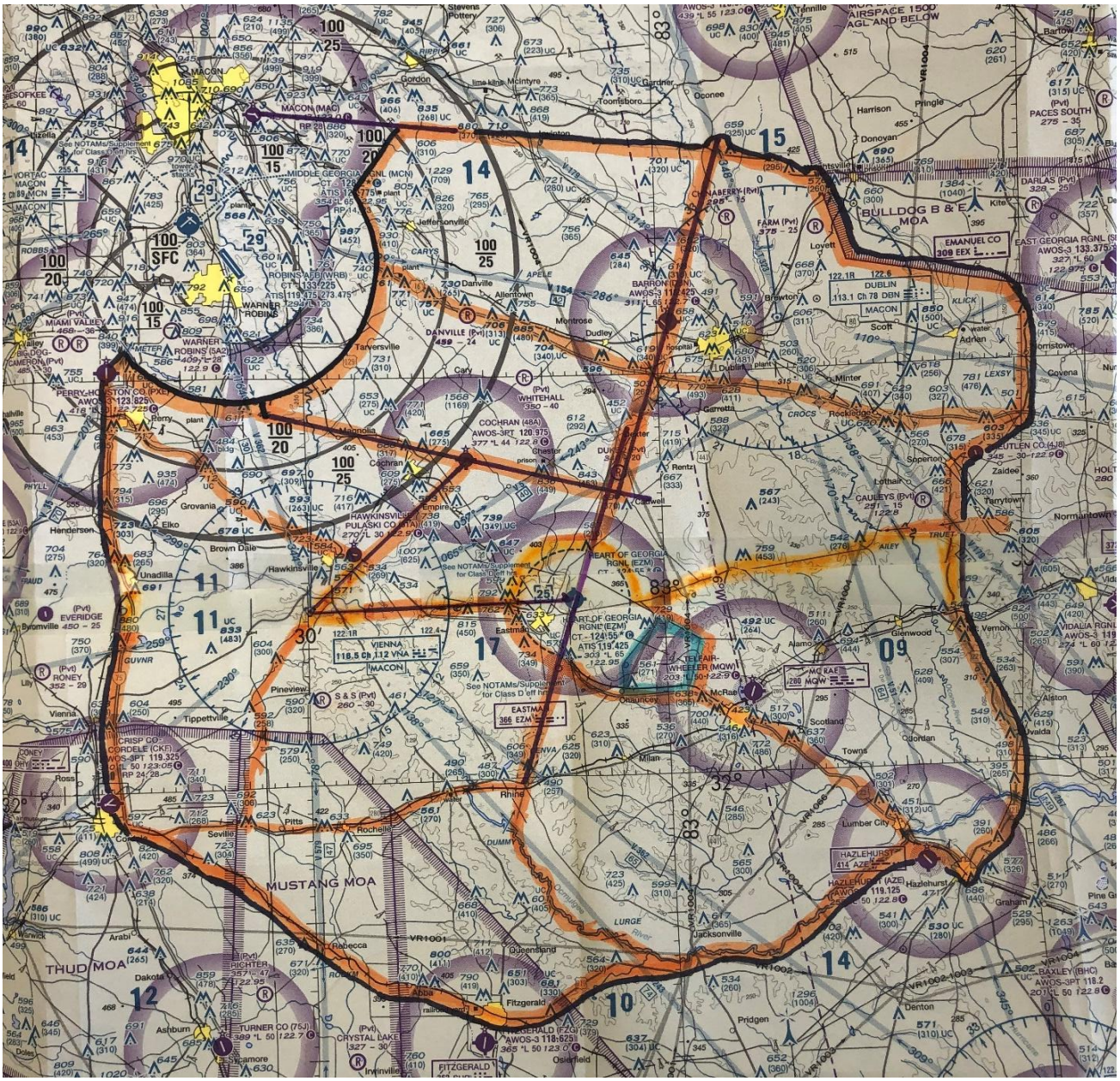
- High-density heavy military traffic landing/departing from Warner Robins AFB in all quadrants.
- Bulldog MOA intrudes into the East of practice areas B and C.

- MTRs are through all sectors.

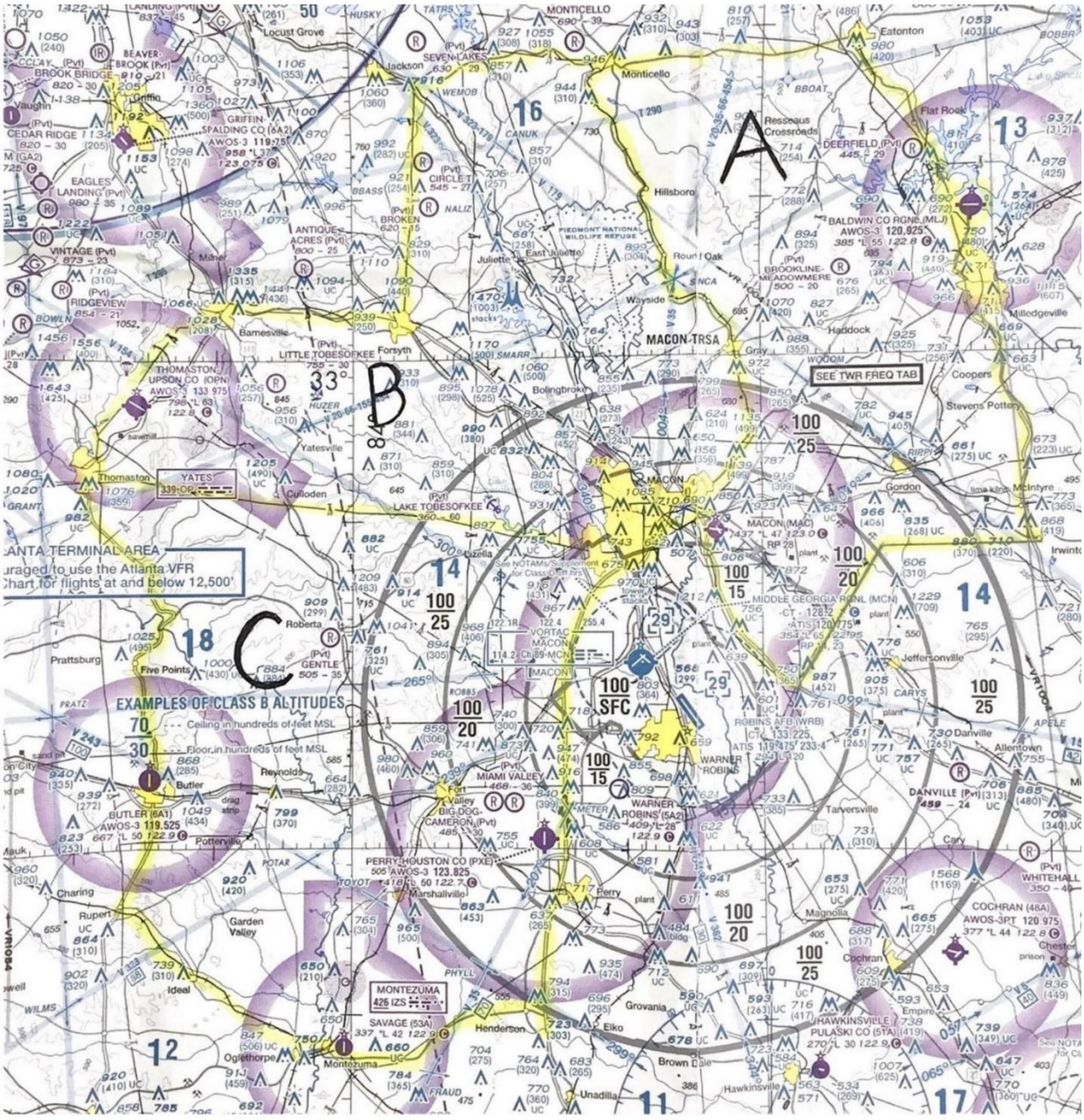
9.1.3.2.3 There are easily recognizable roads, rivers, towns, interstates, railroads, power lines, NDB radials, and DMEs from fixes or airports that define the boundaries of each practice area.

9.1.3.2.4 Training aircraft will “squawk” a transponder code of (1200) while operating in the practice areas unless otherwise directed by ATC

9.1.4 EZM and 48A Practice Area Map



9.1.5 MAC Practice Area Map



9.2 Cross Country Operation

9.2.1 All distances are calculated from the main aviation campus, KEZM.

9.2.2 Deviation from approved lists requires approval from an Assistant Chief Flight Instructor or Chief Flight Instructor.

9.2.3 Approved Cross Country Airports

AIRPORT NAME	AIRPORT CODE	CITY	DISTANCE (nm)
Apalachicola Regional	KAAF	Apalachicola, FL	178
Atlanta Speedway	KHMP	Henry County, GA	93
Auburn University Regional	KAUO	Auburn, AL	120
Berkeley County	KMKS	Berkeley, SC	167
Birmingham Shuttlesworth	KBHM	Birmingham, AL	200
Blairsville Municipal Airport	KDZJ	Blairsville, GA	164
Charleston International	KCHS	Charleston, SC	162
Claxton Evan County	KCWV	Evans, GA	64
Columbia Metropolitan	KCAE	Columbia, SC	146
Cook County	15J	Cook, GA	67
Covington Municipal	KCVC	Covington, GA	92
Demopolis	KDYA	Demopolis, GA	245
Dothan Regional	KDHN	Dothan, Al	130
Falcon Field	KFFC	Peachtree City, GA	100
Fayetteville Regional	KFAY	Fayetteville, NC	270
Fernandina Beach	KFHB	Fernandina Beach, FL	129
Flagler Executive	KFIN	Palm Coast, FL	192
Gainesville Regional	KGNV	Gainesville, Fl	158
Grand Strand	KCRE	Myrtle Beach, SC	242
Greenville-Downtown	KGMU	Greenville, SC	162
Guntersville	8Al	Guntersville, AL	205
Gwinnett County Field	KLZU	Gwinnett, GA	113
Homerville	KHOE	Homerville, GA	72
Jack Edwards	KJKA	Gulf Shores, AL	261
Jekyll Island	09J	Jekyll Island, GA	110
Jesup-Wayne County Airport	KJES	Jesup, GA	75
Knoxville Downtown	KDKX	Knoxville, TN	228
Lake City Gateway	KLCQ	Lake City, FL	125
Leesburg International	KLEE	Leesburg, FL	214
Metter Municipal	KMHP	Metter, GA	54
Montgomery Regional	KMGM	Montgomery, AL	166
Mount Pleasant Regional	KLRO	Mt Pleasant, SC	174
Myrtle Beach	KMYR	Myrtle Beach, SC	229
Ocala International	KOCF	Ocala, FL	188

Oconee County	KCEU	Oconee, FL	147
Ormond Beach	KOMN	Ormond Beach, FL	203
Pensacola International	KPNS	Pensacola, FL	233
Russell	KALX	Alexander, GA	150
Santee Cooper Regional	KMNI	Santee, SC	169
St Clair County	KPLR	Pell City, AL	177
Tallahassee International	KTLH	Tallahassee, FL	126
Waycross-Ware County	KAYS	Waycross, GA	69
Weedon Airport	KEUF	Eufaula, AL	103
Winter Haven Regional	KGIF	Winter Haven, FL	259

9.2.4 Approved Airports for Solo Cross-Country Flight

AIRPORT NAME	AIRPORT CODE	CITY	DISTANCE (nm)
Athens/Ben Epps	KAHN	Athens, GA	104
Augusta Regional	KAGS	Augusta, GA	91
Bacon County	KAMG	Alma, GA	52
Baldwin County	KMLJ	Milledgeville, GA	56
Barrow County	KWDR	Winder, GA	109
Brunswick Golden Isles	KBQK	Brunswick, GA	109
Cairo-Grady County	70J	Cairo, GA	95
Columbus	KCSG	Columbus, GA	94
Daniel Field	KDNL	Augusta, GA	93
Decatur County Industrial	KBGE	Bainbridge, GA	107
Elbert County- Patz Field	KEBA	Elberton, GA	114
Fayetteville Regional	KFAY	Fayetteville	270
Greene County Regional	3J7	Greensboro, GA	83
Harris Couty	KPIM	Pine Mountain, GA	97
Henry Tift Myers	KTMA	Tifton, GA	51
Jesup - Wayne County	KJES	Jesup, GA	75
Jimmy Carter Regional	KACJ	Americus, GA	54
LaGrange - Callaway	KLGC	Lagrange, GA	109
Lumberton Regional	KLBT	Lumberton, NC	250
Metter Municipal	KMHP	Metter, GA	51
Madison Municipal	52A	Madison, GA	85
McKinnon St Simons Island	KSSI	Brunswick, GA	109
Metter Municipal	KMHP	Metter, GA	54
Moultrie Municipal	KMGR	Moultrie, GA	76
Plantation Airpark	KJYL	Sylvania, GA	82
Southwest Georgia Regional	KABY	Albany, GA	68
Space Coast Regional	KTIX	Titusville, FL	252

Statesboro-Bulloch County	KTBR	Statesboro, GA	73
Thomaston-Upson County	KOPN	Thomaston, GA	73
Thomasville Regional	KTVI	Thomasville, GA	88
Thomson-McDuffie County	KHQU	Thomson, GA	85
Toccoa-RG Letourneau Field	KTOC	Toccoa, GA	143
Valdosta Regional	KVLD	Valdosta, GA	86
Washington-Wilkes County	KIIY	Washington, GA	95
Waycross-Ware County	KAYS	Waycross, GA	69
Winter Haven Regional	KGIF	Winter Haven, FL	259

9.2.5 Procedures

9.2.5.1 All pilots flying on a cross-country training flight will file and activate an FAA flight plan, including dual, solo, day, night, VFR, and IFR.

9.2.5.2 All solo student pilot cross-country flights will be conducted to airports on the approved list. The Flight Instructor will get permission from their Team Leader or the Supervisor on Duty for all flights over 70 NM.

9.2.5.3 Call-In Procedures

9.2.5.4 Alert MGA Dispatch, KEZM (478)-374-6411, or KMAC at the first available opportunity if a cross-country flight is running behind schedule.

9.2.6 Aircraft Repairs

9.2.6.1 The pilot-in-command (PIC) of an MGA aircraft needing maintenance away from the home base will call MGA and talk to the Chief Flight Instructor/Assistant Chief Flight Instructor or the Chief of Aircraft Maintenance and get approval for all repairs. The PIC will pay for repairs if the Chief of Aircraft Maintenance does not give prior authorization of the repairs

9.2.7 Delayed Return: Expenses

9.2.7.1 All cross-country flights return to the departure campus airport on the same day.

9.2.7.2 If a pilot cannot return due to any circumstance, they are responsible for all personal expenses.

9.2.7.3 If a student or instructor becomes stranded for any reason, MGA is NOT responsible for food and lodging expenses.

9.2.7.4 The student and instructor shall not share a room.

9.2.8 Diversion Protocol

9.2.8.1 Land at a safe airport immediately, tie down or hangar aircraft if hanger space is available, report to team/section leader.

9.2.8.2 The team leader will assess the situation and determine if or when the flight should be dispatched again.

9.2.8.3 Upon dispatch the flight is to return to base airport immediately.

9.2.9 Fueling - Fuel Credit Cards / Fuel Receipts

9.2.9.1 Students are to sign out an aircraft credit card from a flight instructor.

9.2.9.2 Students must return the aircraft credit card to a flight instructor and hand in a receipt if fuel was purchased at an airport.

9.2.9.2.1 Parking fees and oil may be included, but no supplies will be charged to the State of Georgia. These are the students' responsibility for payment.

9.2.9.3 If the student leaves the school without a credit card, they should call Dispatch at (478) 374-6411. The Dispatcher will have an instructor give the student the credit card number for that aircraft to pay for the fuel purchased at an FBO.

9.2.9.4 Students are not to pay for fuel with personal funds. There is a $20.00 fee for lost fuel credit cards.

9.3 Night Operations

9.3.1 The aircraft navigation lights, strobes, rotating beacons, if installed, interior floodlights, landing lights, and panel lights should be operational before any night flight departs as per 91.205(c) and (d).

9.3.2 Pilots will equip themselves with appropriate night lighting equipment for use inside of the aircraft while in flight.

9.3.3 Student Pilot certificated students are not permitted to solo at night.

Section 10 – Emergency Operations

10.1 General

Emergency Authority is in accordance with FAR 91.3 and other appropriate regulations. This section provides general procedures for emergency operations. Pilots must consult the specific aircraft's POH for emergency guidance. These procedures do not override any FARs or POH instructions. An "emergency" here refers to situations deviating from planned activities. In any emergency, notify flight operations promptly. While the pilot is the final authority (FAR 91.3), seeking assistance from MGA, ATC, or Flight Service is advisable for additional insights if time allows.

10.2 Emergency Notification

In the event of an accident, incident, forced landing, or precautionary landing, the Chief Flight Instructor, an Assistant Chief Flight Instructor, must be notified by the quickest available means.

10.2.2 Order of Contact in the event of an Incident or Accident:

1. Instructor (Student is solo and the flight instructor is not on board the aircraft.)
2. Assistant Chief Flight Instructor on Duty
3. Chief Flight Instructor
4. Maintenance Personnel
5. Executive Director of Flight Operations

10.2.3 Accident or Incident Reporting Requirements:

- Time and place.
- Aircraft involved.
- Any injuries.
- Any damage to the aircraft or airport.
- General description of the situation.

10.3 Fault or Blame

10.3.2 MGA pilots must not admit fault or blame to anyone other than MGA officials.

10.3.3 No statements or comments will be provided to members of the press.

10.4 Emergency Threat Evaluation Team (ETET)

This team will consist of the following persons:

- Chief Flight Instructor
- Assistant Chief Flight Instructor
- Public Relations representative of Middle Georgia State University
- Dean of Aviation Management and Business

10.4.1 ETET Responsibilities.

10.4.1.1 Notification of emergency assistance organizations/persons

10.4.1.1.1 Account for all persons in training after an accident or incident.
10.4.1.1.2 Assemble all relevant information.
10.4.1.1.3 Assemble all associated aircraft records.
10.4.1.1.4 Security of the crash/incident area until the NTSB is notified and arrives on site.
10.4.1.1.5 Notification of the news media.
10.4.1.1.6 Other activities as identified.

10.5 Aircraft Missing/Overdue/Lost

10.5.2 When an aircraft has been identified as overdue or missing, the following steps will be taken:

10.5.2.1 Conduct a ramp check to ensure the aircraft is not on the ramp or in hangars.
10.5.2.2 Perform a radio check on CTAF and MGA frequency 123.30 to check if the aircraft is in or near the MGA traffic pattern.
10.5.2.3 If the aircraft cannot be located, proceed as follows:
10.5.2.3.1 Make telephone contact with the FAA Flight Service Station (1-800-WX-BRIEF) to inquire about the aircraft's location or intentions.
10.5.2.3.2 If the FAA Flight Service Station has no information:
10.5.2.3.3 Request the FAA to initiate aircraft search procedures.

10.5.3 Simultaneously, alert MGA's Emergency Threat Evaluation Team (ETET)

10.5.3.1 Assembling ETET in the Conference Room to organize activities.
10.5.3.2 If the alert happens after regular duty hours, ETET members will report to the Conference Room as soon as possible.
10.5.3.3 Until ETET members arrive, the supervising Chief or Assistant Chief Flight Instructor will serve as MGA's on-scene coordinator.
10.5.3.4 The on-scene coordinator will share no information on the situation except with ETET members, who will initiate the Media Response Protocol upon arriving in the Conference Room.
10.5.3.5 After initiating this Protocol, the ETET will contact the University System of Georgia Commissioner to inform them of the situation.

10.6 Incident or Accident Reporting Procedure

10.6.2 Students or staff involved in any aircraft incident or accident will:

1. Utilize the order of contact list, 10.2.2, and provide information required in 10.2.3.
2. Submit a drug test as outlined in the School of Aviation Drug Testing Policy as outlined in Section 4, if deemed appropriate by the Chief Flight Instructor.
3. In the event of any bodily injury, examination by a nurse, physician, or medical personnel is required, if the need is deemed appropriate by Middle Georgia State University personnel or if involved parties request examination.
4. Complete an NTSB Operational Incident Report if requested by the FAA.
5. Complete a School of Aviation Incident/Accident Report within 1 business day of the event.

10.7 Incident or Accident Review Panel

10.7.2 Following the reporting of any incident or accident, the Chief Flight Instructor shall assemble an Investigation Panel to investigate the incident or accident.

10.7.3 The panel will review the following:

10.7.3.1 Statements from each person involved.

10.7.3.2 Weather conditions during the event.

10.7.3.3 Reports from officials. (If any.)

10.7.3.4 Any other supporting documents pertaining to the event.

10.7.4 Following the review, the panel will determine if the following punitive actions or a combination thereof are appropriate:

- Remedial Training
- Suspension of Proficiency Time
- Negative Counseling
- Leave Without Pay
- Termination of Employment

10.8 Communications/Electrical failure

In the event of communication failure during ground operations at controlled airports, attract Tower's attention by flashing the landing light. While awaiting a light gun signal response, try to stay clear of movement areas. The light-gun signal will usually direct the aircraft back to parking.

For uncontrolled airports, if a communication failure occurs, terminate the flight at that airport and contact Dispatch.

In the practice area, suspected radio failure mandates an immediate landing at KEZM or KMAC. Pilots should circle the traffic pattern at a safe distance for proper spacing, entering the pattern when no traffic conflicts arise. After landing, secure the aircraft, report the failure to flight operations, and document the discrepancy in the aircraft log.

Section 11 – Flight Restrictions

MGA regulations do not supersede the FARs. The MGA regulations are to enhance safety and should be more restrictive than the FARs. The department may discipline any pilot flying an MGA aircraft who commits an infraction of these rules and regulations.

11.1 Restrictions

The following restrictions apply to all pilots of MGA aircraft:

1. No aerobatic or flight maneuvers not stated in an approved training syllabus (as determined by the Chief Flight Instructor).
2. No formation flying without permission of the Chief Flight Instructor.
3. All flights must depart with at least one fuel tank at tabs or more. Pilots must also comply with CFR 91.151, which states that "No person may begin a flight in an airplane under VFR conditions unless there is enough fuel to fly to the first point of intended landing, and assuming normal cruising speed during the day, to fly after that for at least 30 minutes, or at night, to fly after that for at least 45 minutes."
4. Cross-controlled stalls may be practiced to the first indication of a stall. (Dual Only)
5. No maneuvers will be practiced over a congested area or an established Federal Airway.
6. No pilot may act as pilot in command of the MGA aircraft that does not meet the recent flight experience requirements of FAR 61.57.
7. Unless approved by the Dean, students must be admitted to the university and currently enrolled in an MGA Flight course to use an MGA aircraft for flight training. Instructors must not have been released from employment with the university.
8. No person will be allowed to fly on the MGA aircraft unless that person has been approved by the Assistant Chief Flight Instructor, Chief Flight Instructor, Dean, or Executive Director of Flight Operations before the flight.
9. Pilots and passengers may only carry flight-training-related items in aircraft unless approved by the Assistant Chief Flight Instructor, Chief Flight Instructor, Dean, or the Executive Director of Flight Operations before the flight.
10. When an aircraft is used to recover stranded crews, transport Maintenance personnel, ferry flights, or other business flights other than instruction, the PIC will have a current and valid 2nd class medical or higher.
11. Under no circumstances may students intentionally conduct solo flights into actual IFR (Instrument Flight Rules) conditions—all solo flights must be planned and executed to always remain in VFR conditions. Additionally, students are not permitted to solo any aircraft equipped with retractable landing gear (complex aircraft); all operations in retractable gear airplanes must be conducted with a flight instructor on board.
12. Students are prohibited from conducting solo flights in tailwheel aircraft.
13. Flight Instructors may only operate tailwheel aircraft for approved tailwheel courses or for CFI applicant endorsements as authorized by the Chief Flight Instructor.

14. The Cessna 182 is restricted to MGA business operations (e.g., recovery flights, ferry flights, maintenance support, or chase operations). Exceptions for training purposes may be made by the Chief Pilot.
15. Students are prohibited from operating the Cessna 182 for any training or solo flight. Exceptions for training purposes may be made by the Chief Pilot.
16. Flight Instructors may only operate the Cessna 182 for MGA business operations when holding at minimum a current and valid Second Class Medical.

11.2 Limitations

If deteriorating weather is encountered, all available options should be considered. A flight should never continue into questionable weather conditions when options providing more significant safety margins are available.

No flight will continue in hazardous weather conditions. If avoidance is not possible, the fight should be terminated as soon as practical to ensure the safety of all occupants and the Diversion Protocol listed in 9.6.8.

11.2.1 Heat Index

11.2.1.1 When the heat index reaches 100°F, there will be no solo flights, including MGA Business and Proficiency Flights.

11.2.1.2 When the heat index reaches 110°F, all flight operations stop, and aircraft are to be hangared.

11.2.2 Density Altitude

11.2.2.1 When Density Altitude is reported at 2,500 ft or higher:

11.2.2.1.1 MGA airplanes will reduce fuel load to tabs.

11.2.2.1.2 Runways shorter than 4400 ft will not be utilized.

11.2.3 Wind Velocity/Shift

11.2.3.1 When the surface wind velocity reaches 17 knots, Student Pilots are not permitted to fly.

11.2.3.2 Flight operations stop when the surface wind reaches a total crosswind component of 17 knots sustained or gusting.

11.2.3.3 Flight operations stop and aircraft are to be hangared when the surface wind reaches a total of 25 knots in any direction sustained or gusting.

11.2.4 Convective SIGMET

11.2.4.1 When a Convective SIGMET is in a portion of or covering the training areas listed in Section 9.4 or 9.5, cross-country flights are not permitted.

11.2.4.2 Flights must remain within 20nm of the base airport (KEZM, 48A, or KMAC).

11.2.5 Lightning

11.2.5.1 All aircraft will return to their base airport, flight operations will stop, and aircraft are to be hangered when lightning has been reported or seen within 20 NM.

11.2.5.2 All ramp and fueling activities stop once lightning has been reported or seen within 10 NM.

11.2.6 Thunderstorms

11.2.6.1 All aircraft must maintain 20nm from any thunderstorm activity.

11.2.6.2 All aircraft must be hangared if thunderstorm activity halts flight operations.

11.2.7 Instrument Meteorological Conditions (IMC)

11.2.7.1 To Launch into IMC:

11.2.7.1.1 The ceiling reported must be 300' above the lowest available approach minimums of the departure airport and the visibility requirement must be met.

11.2.7.1.2 Solo students are not permitted to launch into IMC under any circumstances.

11.2.7.1.3 GPS databases must be current.

11.2.7.1.4 Solo students are not permitted to fly VFR over the top.

11.2.8 Icing Conditions

11.2.8.1 Flights into or above known or reported icing conditions is prohibited.

11.2.9 Wind Shear

11.2.9.1 All flight operations stop if wind shear at the base airport has been reported.

11.2.9.2 Flights into known windshear is prohibited.

11.2.10 Turbulence

11.2.10.1 If any moderate turbulence is reported or experienced, flight operations stop.

Any requested deviations from the prescribed weather limitations must be approved by an Assistant Chief Flight Instructor or the Chief Flight Instructor prior to launching a flight.

Section 12 – Electronic Signatures and Record Keeping

12.1 Scope and Applicability

This section applies to all fixed-wing training programs operated under 14 CFR Part 141 at Middle Georgia State University (MGA) School of Aviation. All operational procedures described herein are in accordance with 14 CFR 141.101 and FAA Advisory Circular (AC) 120-78B.

12.2 Authorized Electronic Record System

Flight Schedule Pro (FSP) is the approved electronic platform used to schedule training sessions, logging training data, collect electronic signatures through a 4-digit PIN, certify training documents, and store and retrieve all records as required by 14 CFR 141.101 and supported by guidance in AC 120-78B.

12.3 User Access and Roles

Accounts and roles are created by the Chief Flight Instructor or a designated delegate. Roles within FSP include Student, Instructor, Stage Check Instructor, Assistant Chief Flight Instructor, Chief Flight Instructor, and Administrator. Each user is granted access only to the data authorized for their respective role as required by AC 120-78B §2.2.6.

12.4 Pin Setup and Security

Upon enrollment acceptance at Middle Georgia State University, the student will set up a digital signature PIN through the scheduling software. This process begins as the student transitions from Pending Enrollment to Enrolled status in the selected course.

The digital PIN, once set, becomes a legally binding signature for all training sessions, adhering to FAA Advisory Circular 120-78B standards, which the student can review. It ensures authenticity, data integrity, and non-repudiation, confirming that no signed document has not been altered post-signature. Given serious legal and academic implications, sharing or misusing the PIN is strictly prohibited. If the student needs to alter the PIN for security or other reasons, follow the updated guidelines at the scheduling software's Edit PIN page.

Adherence to these procedures ensures the integrity of the digital record-keeping system. By securing and using the PIN responsibly, the student contributes significantly to the accountability and safety of aviation training programs. As aviation professionals, commitment to precision and security is crucial for ensuring safety and trust in the field.

If a PIN is compromised, it must be reset immediately through the secure FSP PIN reset mechanism. This satisfies AC 120-78B §2.2.6.1 regarding sole custody and control of the signature mechanism.

12.5 Signature Procedures

All training records must be signed by the Instructor and Student using their respective PINs. A PIN entry is required at the conclusion of each lesson, stage check, endorsement, or certificate in accordance with 14 CFR 141.101 and AC 120-78B §2.2.2 through §2.2.4. Once the PIN is entered, FSP timestamps the record and locks it from further editing. Any modification to a signed record requires both signatories to re-sign the updated entry in accordance with AC 120-78B §2.2.8.

12.6 Lesson Record Requirements

Each training session entry must document the date and time, departure and arrival locations including intermediate stops, the lesson or stage identifier, aircraft make, model, and tail number, student and instructor names, and any remarks made by the instructor. Both the instructor and student must sign the record at the conclusion of the session. This fulfills the requirements of 14 CFR 141.101(a).

12.7 Record Audit Requirements

Audits are required prior to each Stage Check and End-of-Course Exam, as well as upon graduation or course termination. The audit process includes verifying the Enrollment Certificate is completed and signed, ensuring all lessons are signed by both the instructor and student, confirming that ground school materials, exams, and briefings are uploaded, validating completion of required hours and objectives, and checking that any deficiencies are properly annotated. Audits are conducted by an Assistant Chief Instructor with assistance from Check Instructors in accordance with AC 120-78B §2.2.5 and §2.2.11.1.

12.8 Graduation and Termination Procedures

The Chief or Assistant Chief Flight Instructor certifies completion or termination in FSP. Graduation Certificates are recorded digitally within the system in compliance with 14 CFR 141.95 and AC 120-78B §2.2.4.2.

12.9 System Security and Authentication

Access to FSP is secured with a password-protected login. To sign a record, users must be logged in and enter their PIN. Unauthorized access or PIN sharing is strictly prohibited and will result in disciplinary action. This complies with AC 120-78B §2.2.6.2 and §2.2.6.3.

12.10 Data Backup and Retention

Flight Schedule Pro performs daily backups and real-time replication to secure training records. All records are retained for a minimum of seven years following graduation or termination, exceeding the FAA minimum of one year as required by 14 CFR 141.101(d) and consistent with AC 120-78B §2.2.9.

12.11 System Use Standards

Users are responsible for maintaining the integrity and accuracy of all training records. Lesson records must be completed and signed on the same day as the training session. Any discrepancies must be corrected using the designated signature procedures described in AC 120-78B §2.2.8.

12.12 Oversight and Enforcement

The FAA ASI/POI is granted read-only access to FSP for compliance inspection. All system access and modifications are logged for accountability. Policy violations must be reported to the Chief Flight Instructor. This procedure complies with 14 CFR 141.101(e) and AC 120-78B §2.2.11.

12.13 Training and Implementation

All system users receive training prior to using FSP. Students are briefed during course orientation, and reference guides are available within the system to support proper use, fulfilling internal control measures aligned with AC 120-78B §2.2.10.

12.14 Responsibilities

The Chief Flight Instructor is responsible for overall system compliance and user access management. Assistant Chief Instructors provide operational support and conduct audits. Instructors are responsible for ensuring record accuracy and timely certification. Students must review and sign their records and maintain the confidentiality of their credentials. Administrative staff support compliance tracking and reporting, and MGA IT provides network and technical support

12.15 Updates and Reviews

This chapter will be reviewed annually or as needed in response to changes in FAA guidance, such as updates to AC 120-78B, system updates, or institutional policy. All approved updates will be distributed to users and implemented upon authorization.

12.16 Disaster Recovery and Systems Outages

In the event of system outage, the School of Aviation will revert to paper records for training events, billing, and lesson documentation. Once Flight Schedule Pro is restored, these temporary records will be entered into the system, and the originals will be archived on the Knight Drive.