



## Ohio Administrative Code

### Rule 3342-5-12.16 Administrative policy regarding unmanned aircraft systems.

Effective: February 27, 2026

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(A) Purpose. This policy serves to promote the safety, security, and privacy of the Kent state university community by regulating the use of unmanned aircraft systems, commonly known as drones, in accordance with applicable federal, state, and local laws, including federal aviation administration (FAA) regulations. It applies to all university employees, students, contractors, and third-party entities operating on or above university-owned or leased property.

(B) Definitions.

(1) Unmanned aircraft (UA). An aircraft operated without the possibility of direct human intervention from within or on the aircraft.

(2) Unmanned aircraft system (UAS). A system consisting of an unmanned aircraft and its associated elements, including communication links and control components, required for safe and efficient operations in the national airspace system (NAS), per 14 C.F.R. part 107.

(3) Flight operation. A UAS operation requested and approved for a single flight event occurring on one day.

(4) Continuous flight operation. A UAS operation requested and approved for multiple flight occurrences over a period of up to six (6) months from date of approval.

(5) Model aircraft. An unmanned aircraft capable of sustained flight in the atmosphere, flown within visual line of sight of the operator, and used exclusively for recreational purposes in accordance with 49 U.S.C. 44809.

(6) Operator/pilot in command (PIC). The individual who is directly responsible for and has operational control of the UAS flight.



(C) Scope. This policy applies to:

- (1) All university employees and students operating an UAS in any location as part of their official duties, academic instruction, research, or other official university activities.
- (2) All persons or entities operating an UAS on or above university-owned or leased property.
- (3) Any university department procuring, renting, or contracting UAS services for institutional purposes.

(D) Operating requirements.

(1) Kent state university is a "no drone fly zone." All UAS operations must be approved pursuant to the requirements of this policy and in accordance with all applicable laws and regulations.

Acceptable categories of flight subject to review and approval are the following:

- (a) Recreational use (must comply with FAA recreational flyer rules)
- (b) Commercial use (requires 14 C.F.R. part 107 remote pilot certification)
- (c) Public safety and government use (non-academic, e.g., law enforcement and emergency response)
- (d) Educational and research use (students engaged in academic instruction may operate under faculty supervision in compliance with FAA guidance. A part 107 remote pilot certification holder must be present)

(2) Compliance. All UAS operations must adhere to:

- (a) FAA regulations, including but not limited to 14 C.F.R. part 48, 14 C.F.R. part 89, and 14 C.F.R. part 107;
- (b) Applicable federal, state, and local laws;



(c) Kent state university policies and procedures; and.

(d) All operators must hold valid, unexpired certification with the FAA, unless otherwise exempt from such registration.

(3) UAS review committee and pre-flight UAS operation requests.

(a) The university's UAS review committee is responsible for reviewing and approving all requests for any flight operation or continuous flight operation. UAS review committee members shall include the following:

(i) The director of public safety or designee;

(ii) One (1) member from the college of aeronautics and engineering appointed by the dean, college of aeronautics and engineering; and,

(iii) Such outside representative with expertise as deemed appropriate by the committee to assist in review of any pre-flight operation request form.

(b) Pre-flight UAS operation request form:

(i) All operators must submit a pre-flight operation request form to the UAS review committee at least two weeks prior to the proposed date of any flight operation or the date of the first flight of any proposed continuous flight operation.

(ii) Pre-flight operation request forms are available on the websites of the college of aeronautics and engineering and the department of public safety.

(iii) No flight operation or continuous flight operation shall be conducted without approval of the UAS review committee as set forth below except for emergency operations by the department of public safety.



- (iv) All notifications required by FAA regulations (e.g., to nearby airports per 14 C.F.R. 107.43) or university policy must be completed prior to flight.
  
- (c) Operational restrictions. All operators must:
  - (i) Stay within areas designated and approved by the UAS review committee.
  
  - (ii) Minimize risks to other aircraft, people, and property on the ground. If such risks cannot be mitigated, flight operations must be stopped.
  
  - (iii) Stay within a line of sight of the UAS.
  
  - (iv) Avoid flying within:
    - (a) Fifty (50) feet of walkway or pedestrian path.
  
    - (b) Two hundred (200) feet of building or structure.
  
    - (c) One hundred (100) feet of parking lots or roadways.
  
    - (v) Not conduct flights over the Kent state university airport.
  
    - (vi) Not capture university marks and logos without authorization from the office of general counsel.
  
    - (vii) Not collect or record sensitive institutional or personal information.
  
    - (viii) Not monitor or record areas where there is a reasonable expectation of privacy in accordance with a person or persons' constitutional rights.
  
    - (ix) If approved for a continuous flight operation (for up to six months), make all notifications required by FAA regulations and notify the department of public safety, police services prior to each flight.



(x) Report all accidents or adverse events immediately to Kent state university department of public safety, police services or the appropriate law enforcement agency, and the FAA if required under 14 C.F.R. part 107, 14 C.F.R. 107.9, or 14 C.F.R. 107.21.

(E) Compliance and enforcement.

(1) The division of finance and administration is responsible for the administration of this policy, in coordination with other university departments and resources as required.

(2) The department of public safety is responsible for the application and enforcement of this policy.

(3) Persons not affiliated with the university operating UAS or model aircraft on university-owned or leased property in violation of this policy are trespassers and may be subject to administrative or legal action including, but not limited to, being removed from campus and/or receiving a written directive to remain off campus, in accordance with applicable law and univeristy policies.

(4) Contractors and vendors shall comply with this policy and associated procedures. The contracting university department shall be responsible for ensuring contractors and vendors are aware of this compliance obligation.

(5) Student violations may be addressed in accordance with the student code of conduct provided for in rules 3342-4-02 and 3342-4-02.1 of the Administrative Code, as well as other applicable policies, and may include sanctions up to and including suspension or dismissal.

(6) Employee violations may be resolved in accordance with university policies, including sanctions up to and including termination.

(7) Violators of local, state, and federal laws and regulations may be referred to the appropriate law enforcement agencies.

(F) Implementation. The senior vice president for finance and administration, or designee, is responsible for the adoption of written procedures necessary for the effective administration and



implementation of this policy.