

THE GRADUATE SCHOOL AT LIBERTY UNIVERSITY
GRADUATE STUDENT HANDBOOK

2011-2012

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GRADUATE STUDENT HANDBOOK

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WELCOME TO THE GRADUATE SCHOOL AT LIBERTY UNIVERSITY

At Liberty, you have a unique opportunity to study with world-class faculty in a distinctively Christian environment. A graduate degree from Liberty will enable you to meet the highest standards, and to do so in a way that glorifies and serves God.

The crown jewel of Liberty's Graduate School is its faculty. Our graduate faculty hold terminal degrees from many of the best universities in the world. Many of them are prominent scholars or internationally recognized experts in their disciplines. All continually seek to integrate academic excellence with their Christian faith, and all are dedicated to helping you—the students—do the same.

Dr. Ron Hawkins
Vice Provost of Liberty University
Online and Graduate Programs



OUR MISSION

The Graduate School at Liberty University guides the university's schools and academic departments in developing and maintaining distinctively Christian and academically excellent graduate programs.

[OUR DOCTRINAL BELIEFS](#) • [OUR STATEMENT OF PURPOSE](#)

OUR HOME

OUR CAMPUS

Our 5,000-acre campus serves nearly 50,000 resident and external students. Liberty University's campus includes a diverse range of academic, recreational and athletic facilities.

[CAMPUS MAP](#) • [DIGITAL CAMPUS MAP](#) • [RECREATIONAL FACILITIES LISTING](#)

OUR CITY

Liberty University is nestled in the foothills of the beautiful Blue Ridge Mountains and located on the south bank of the historic James River, in a region rich in history, culture, and outdoor recreational opportunities. With a stable economy, top ranking school systems, low cost of living and wealth of recreational activities, central Virginia has something for everyone.

To learn more about Lynchburg, visit: www.discoverlynchburg.org

LIFE AT LIBERTY

SPIRITUAL PROGRAMS

CONVOCATION

Convocation is a thrice-weekly assembly of the University community for the purposes of building unity within the community, disseminating information, and providing forums for the socio-political issues of the day and other educational topics of diverse interest for the benefit of students, faculty and staff. Each year more than 50 guest speakers from the worlds of business, politics, education, the sciences and religion, talented faculty and staff members, music and timely messages from our Chancellor and Vice Chancellor help make convocation a refreshing and challenging time.

CAMPUS CHURCH SERVICES

The Sunday and Wednesday campus church services are designed to meet the spiritual needs of students. Students are encouraged to attend Sunday morning and Wednesday evening campus services.

LIBERTY ONLINE MINISTRIES

Liberty Online ministries provide distance students with spiritual resources to encourage and strengthen them. Various online resources are offered including Bible studies, articles on a variety of life issues of interest to students, and prayer ministry resources.

MINISTRY CHAPEL

The Seminary and ministry students meet once a week for Ministry Chapel. The goal of these chapels is to focus on meeting the needs of men and women who are committed to the pursuit of a lifetime vocation in professional ministry.

CENTER FOR GLOBAL MINISTRIES

LIGHT MINISTRIES

Light Ministries is the collegiate short term missions department of the Center for Global Ministries. Light organizes and leads international mission trips for Liberty University students. In more than 20 years, Light has conducted over 250 evangelistic campaigns involving over 8,000 students in more than 100 nations. More than three million people have heard the gospel through LU students serving with Light Ministries. Each year, Light Ministries schedules around a dozen short term mission trips.

LU ABROAD

LU Abroad gives students the opportunity to fulfill the internship requirements for their major in a cross-cultural ministry setting. These internships connect students with long-term mission agencies and provide practical training and experience, in the student's field of study, in another country, language and culture. Interns work side-by-side in a country of their choosing with local missionaries who offer practical ministry training.

CAMPUS RECREATION

ULTIMATE LU

Ultimate LU is your ultimate resource for recreational opportunities. Whether you're seeking a heart-pounding, knuckle-whitening motocross ride or a casual game of soccer, "Ultimate LU" connects you to all Liberty University has to offer beyond the classroom including:

STUDENT ACTIVITIES

Student Activities provides an extensive variety of entertainment opportunities, including everything from concerts featuring the biggest names in Christian music (Switchfoot, Leeland, David Crowder Band, Casting Crowns) to Open Mic Nights, movie nights, and outdoor recreation (whitewater rafting, skiing, horseback riding, hiking)

FACILITIES

CLUB SPORTS

A Club Sport is an organization recognized by Liberty University comprised of individuals who have an interest in competing in a particular sport. The club provides the opportunity for teams to compete against other colleges and universities with the same interests.

INTRAMURAL SPORTS

Intramural Sports are organized recreational sports leagues that allow students at Liberty to participate in a variety of team and individual sports. Competition exists, but the real focus of intramural sports is health and exercise, social interaction, stress reduction, sportsmanship, and teamwork.

OUTDOOR RECREATION

LIBERTY MOUNTAIN TRAIL SYSTEM

The Liberty Mountain Trail System consists of over 65 miles of single and double track trails and logging roads spanning approximately 5,000 acres. The mountain rises to over 1,360 feet and offers cross country and gravity-fed trails for both hiking and mountain biking. A trail map and additional information is available online at the titled web link.

LIBERTY MOUNTAIN SNOWFLEX CENTER

Located off Candler's Mountain Road, the 550 ft. terrain run with three jumps and a quarter pipe at the bottom, and a 550 ft. ski slope with two integrated rails. The ski lodge is an 8,000 square foot facility at the base of the ski runs. Open seven days a week for LU students and public access.

IVY LAKE

Ivy Lake, located about 25 minutes from Liberty's campus in Forest, VA, spans 112 acres with a 6,000 square foot beach. This is a great spot for fishing, canoeing, or just having a picnic with friends. Before going to Ivy Lake, students must complete a permission form and drop it off at the front desk of the LaHaye Student Union. Ivy Lake is the home of the Liberty Crew team.

PAINTBALL FIELDS

The paintball complex consists of two fields with a retractable netting system made with a protective mesh. Students may watch the team behind the safety of the netting during practices. These fields are open for intramurals, special events, and recruitment events.

MOTOCROSS/ATV TRACK AND TRAIL SYSTEM

Nestled in Liberty University's Jack Mountain property, the mile-long wooded arena features numerous doubles, table tops, loops and off-camber turns. To complement the ATV trail system, the University has purchased several ATV's for student use free of charge. To use the University-owned ATV's, students must enroll in and pass an ATV safety course.

[3-D ARCHERY RANGE & HUNTING ON LIBERTY MOUNTAIN](#)

Located on Liberty Mountain, is a 3-D Archery Range nestled in 10 acres for the Liberty Archery Club. The range consists of 20 life-like animal targets as well as several practice bag targets. In order to qualify as a potential state qualifier site, the range is setup to comply with Archery Shooters Association (ASA) standards. Students have the opportunity to bow hunt on Liberty's Jack Mountain property through membership in the Liberty Archery Club.

INTERCOLLEGIATE ATHLETICS

[ATHLETIC PROGRAMS](#)

Liberty offers 19 NCAA Division I athletic programs, giving student-athletes the opportunity to compete at the highest level of intercollegiate athletics. The Flames have been a NCAA Division I program since 1988 and a dominate member of the Big South Conference since 1991, winning seven Big South Sasser Cups and a league-best 88 conference titles. All interested students are encouraged to contact the head coach of the athletics program of interest.

[STUDENT FLAMES CLUB](#)

The Student Flames Club (SFC) is designed for students who are passionate about Liberty Athletics. The purpose of the SFC is to provide members with activities and events that will connect them to the teams and enhance the pregame atmosphere, while also helping to increase enthusiasm and support for our athletics program among the entire student body.

RESIDENT STUDENTS

[RESIDENT GRADUATE ADMISSIONS](#)

Phone: (877) 298-9617
Fax: (434) 522-0430
residentgraduate@liberty.edu
M-F: 8:00 am – 7:00 pm EST

Mailing Address:
Liberty University
Office of Resident Graduate Admissions
1971 University Blvd.
Lynchburg, VA 24502

[INTERNATIONAL GRADUATE STUDENT ADMISSIONS](#)

[Graduate International Admissions Counselor](#)
Office of International Admissions
(434) 592-3092

Graduate Admissions Policies can be found in the [Graduate Catalog](#).

[ACADEMIC INFORMATION AND POLICIES](#)

Graduate Academic Information and Policies can be found in the [Graduate Catalog](#).

Additional information regarding the University's academic and administrative policies and procedures can be found on the [Registrar's web site](#).

APPEAL POLICIES AND PROCEDURES

The following Appeal Policies and Procedures are found at the above link:

- Resident Graduate Grade Appeals
- Resident Graduate Academic Honesty Appeals
- Academic Amnesty Appeals
- Student Account Appeal Policy
- Financial Aid Appeal and Complaint Policy
- General policy for Resident Graduate Student Complaints

For Resident students, appeals may be submitted to:

Resident Advocate's Office
Liberty University
www.liberty.edu/SAO
studentadvocate@liberty.edu

1971 University Blvd
434-582-7200
Lynchburg, VA 24502

LU ONLINE STUDENTS

ONLINE GRADUATE ADMISSIONS

(800) 424-9595
(888) 301-3577 (fax)
luadmissions@liberty.edu

M-F: 8:00 am – 9:00 pm EST
Sat: 10:00 am – 9:00 pm EST

Mailing Address:

Liberty University Online
Graduate Admissions
1971 University Blvd.
Lynchburg, VA 24502

REGISTRATION

LU Online Students can register for their courses online with the assistance of an Academic Advisor.

Graduate Advising
(800) 424-9595
(800) 628-7977 (fax)

TEXTBOOKS & SOFTWARE

Course materials for online classes are available through:

MBS Direct
(800) 325-3252
(800) 499-0143
<http://bookstore.mbsdirect.net/liberty.htm>

Course materials for On-Campus Intensives are available through:

[Barnes and Noble University Bookstore](#)

(434) 582-2316

liberty@bkstore.com

[LU ONLINE GRADUATE ACADEMIC INFORMATION AND POLICIES](#)

Graduate Academic Information and Policies are found in the [Graduate Catalog](#).

[LU Online Academic Policies](#) contain the following policies:

- Privacy and FERPA
- Honor Code
- Attendance Policy
- Drop Policy
- Withdrawal Policy
- Military Withdrawals
- Tuition Recalculation
- Withdrawal Refund/Credit Schedule
- Withdrawal Refund Schedule for Intensives
- Repeating a Course
- How to Withdraw
- Withdrawal Fee Financial Aid Repercussions

[LU Online Academic Information and Policies](#) contains the following information:

- LUO Academic Calendar
- Degree Completion Plans
- DCP Audit Navigation
- Request for a Course Substitution
- Registering for Classes/Online Registration
- Enrollment Agreement and Financial Check-In
- Adding, Dropping, and Withdrawing from Courses
- Special Student Registration
- Conditional Acceptance
- Independent Study
- Class Attendance
- Grades and Quality Points
- Medical and Military Incompletes
- Grade Appeal Process
- Satisfactory Academic Progress – Financial Aid Policy
- Academic Dishonesty
- Transfer Credit
- Transcript Evaluations
- FERPA Act Confidentiality of Student Records

[APPEAL POLICIES AND PROCEDURES](#)

The following [Appeal Policies and Procedures](#) are found at the above link:

- LU Online Grade Appeals
- LU Online Academic Honesty Appeals
- Academic Amnesty Appeals
- Student Account Appeal Policy
- Financial Aid Appeal and Complaint Policy
- General policy for Online Undergraduate and Graduate Student Complaints

For LU Online students, appeals and Administrative Adjustment Appeal Forms may be submitted to:

Online Advocate's Office
Liberty University
1971 University Blvd
Lynchburg, VA 24502
Fax: 1-800-628-7977

[FINANCIAL AID POLICIES](#)

Visit the above link for [Financial Aid Policies](#), including:

- Financial Aid Appeal and Complaint Policy
- SATISFACTORY ACADEMIC PROGRESS (SAP) Policy
- Refund Policy

[LU ONLINE STUDENT SUPPORT FOR HELPFUL INFORMATION AND LINKS:](#)

- [Liberty Online Ministries](#)
- [Student Service Center](#)
- [Student Advocate Office](#)
- [Academic Support](#)
- [FAQ](#)
- [Card Services](#)
- [Alumni Relations](#)

GRADUATE STUDENT RESOURCES

[GRADUATE STUDENT AFFAIRS](#)

The Graduate Student Affairs website provides helpful links for graduate students, including:

- [Commuter Affairs](#)
- [Student Housing](#)
- [Health Services](#)
- [Life at Liberty](#)
- [Graduate Writing Center](#)
- [Campus facilities](#)
- [Clubs and Organizations](#)
- [Guide for Living Off Campus](#)
- [Academic Calendar](#)
- [Career Center](#)
- [Calendar of Events](#)
- [The Liberty Way \(Honor Code for on campus graduate students\)](#)
- [Graduate Student Honor Code \(graduate students who live off campus\)](#)
- [Online Honor Code \(LU Online graduate students\)](#)
- [Graduate Student Assistant Handbook](#)
- [Appeal policies and procedures](#)

ADDITIONAL GRADUATE STUDENT RESOURCES

The AMERICAN ASSOCIATION OF CHRISTIAN COUNSELORS STUDENT CHAPTER (AACC)

The student chapter of the American Association of Christian counselors seeks to foster the spiritual and professional development of students interested in the counseling or pastoral care fields. Monthly meetings focus on topics integrating Christianity and psychology, and clinical training workshops sponsored by the LU AACC chapter also occur. The chapter has a Facebook site under American Association of Christian Counselors at Liberty. No membership fee is required to attend meetings. For further information, join us on Facebook or contact Dr. Fernando Garzon at fgarzon@liberty.edu.

[AUTOMOBILE REGISTRATION](#)

Any vehicle owned or operated on campus must have a current Liberty University Parking Decal properly displayed on that vehicle. Liberty University Parking Decals are only issued by the Liberty University Police Department. Registration form and instructions are available at their website.

[EMERGENCY NOTIFICATION SYSTEM](#)

In conjunction with Federal Signal Codespear, Liberty University has implemented the Campus Alerting System. This system allows all University constituents to receive notification the moment an emergency situation occurs on campus. Messages can be transmitted to a cell phone, home phone, work phone or email address. Specific notification for emergency road closures, fires, school closings and severe weather are also features of this system. Register your contact information online at their website (login required).

[FLAMES PASS](#)

The Flames Pass is the official Liberty University ID card. The University has partnered with Higher One to provide the optional OneAccount, an FDIC insured checking account. If the One Account is opened, the Liberty OneCard becomes the debit card and can be used to make purchases anywhere MasterCard is accepted. When the student receives their Liberty OneCard they must “Activate” their card and select one of the Refund Preferences available. Visit the Flames Pass website for all Flames Pass information.

Students use Flames Cash to print on campus.

All resident student book vouchers will be deposited into Flames Cash

Flames Cash is a declining balance account. Any funds deposited into this account can be spent with any participating merchant both on and off campus.

[INTERNATIONAL STUDENT CENTER](#)

The International Student Center is the primary location for information and activities for current international students. Foreign Student Advisors, the International Student Advocate, the International Student Program Coordinator and international student health insurance office are all housed in the International Student Center.

The [INTERNATIONAL RESIDENT GRADUATE ADVISOR](#) is located on the second floor of North Campus (CN 2668) in the Resident Enrollment Suite. Email residentgraduate@liberty.edu to set up an appointment.

[LIBERTY UNIVERSITY POLICE DEPARTMENT](#)

(434) 582-7641 (non emergencies)

(434) 582-3911 (emergencies)

Liberty University Police Department (LUPD), located in the southwest corner of the Campus North complex, provides 24/7 patrol protection by police, security, security and medical service personnel to the campus, parking lots, residence halls and other properties owned or controlled by the University.

[LU ONLINE STUDENT ADVOCATE](#)

The LU Online Student Advocate Office is committed to making the student's experience at Liberty University both positive and life changing by assisting students in taking advantage of every opportunity to succeed and overcome obstacles on the journey from enrollment through graduation.

[LU ONLINE STUDENT INTENSIVES](#)

Intensive course schedules, enrollment procedures, tuition and fees, transportation and lodging information is accessible online.

[IT CUSTOMER SUPPORT](#)

IT Customer Support provides the most robust level of technical support to the Liberty University community and to build relationships with faculty, staff and students alike to better serve their technological needs.

[IT HELP DESK](#)

The IT Help Desk assists students with computer problems by phone, remote assistance, or walk-in service.

[IT MARKETPLACE](#)

A single location to purchase laptops, software, and computer peripherals at discounted prices.

[IT TESTING AND TRAINING CENTER](#)

Testing services are offered to the University, students and the general public for certification in fields of expertise including Cisco, Apple and Oracle.

[LU TRANSIT SERVICES](#)

Buses operate over 136 hours per week, and service is as frequent as every three minutes. LU has partnered with the Greater Lynchburg Transit Company (GLTC) to operate the campus transit system and the UPASS program. With U-PASS, all current resident students and employees can also ride the 15-route GLTC system free of charge all year. LU Transit also provides no cost park and ride options and the carpool program.

[HANDS OF LIBERTY DEAF DEPARTMENT](#)

Support services for hearing impaired students include interpreters in classrooms and all campus-related activities, direction and counseling, and facilitated communication with official agencies/offices on and off campus, etc.

[HEALTH SERVICES](#)

Centra Health offers family and occupational medical service available to all students, staff and faculty at Liberty University. The office is located on Campus North. Medical services are available on a fee basis.

[LU DINING SERVICES](#)

LU Dining Services are offered at nine locations throughout the campus. Commuter students purchase meal plans and points on a semester basis.

[LU ONLINE LIBRARY SERVICES](#)

Online students can access virtually all database resources through a proxy login system. In addition, they have direct toll-free telephone and email access to a librarian specializing in online support. The ILRC is committed to being the primary library for LU Online students by offering timely personal contact and document delivery in order to meet their special needs. This includes the delivery of books and journal articles as well as research and reference services. Fees are assessed for copying, mailing, and faxing. LU Online students can contact the ILRC by email research@liberty.edu or phone 434-582-2821

[LU POSTAL SERVICES](#)

The LU Post Office is located in the Campus North complex.

[OFFICE OF DISABILITY ACADEMIC SUPPORT \(ODAS\)](#)

[LU ONLINE ODAS](#)

ODAS was created to coordinate academic support services for Liberty University students who have documented disabilities.

[RESIDENT GRADUATE STUDENT ADVOCATE](#)

The Resident Student Advocate Office is a one-stop-shop for answering any questions you have. Areas students often have questions about are: financial aid, housing, account holds and balances, personal issues, and roommate conflicts. They serve as a liaison with other offices and departments on campus to help get your questions answered. They also help clarify and explain University policies and procedures. Their primary focus is to help each student from their first day here to graduation – whether that be through problem solving, peer counseling, one-on-one appointments, financial aid, and scholarship help or just a helping hand and listening ear, they are here for you.

[STUDENT GOVERNMENT ASSOCIATION \(SEMINARY\)](#)

The Seminary Student Government Association (SSGA) is a student lead group that seeks to strengthen the unity of purpose among the students. SSGA promotes not only the cultivation of excellence within the classroom but seeks to provide opportunities and support in putting classroom instruction to work within the community.

[STUDENT SERVICE CENTER](#)

The Student Service Center (SSC), located in the Campus North complex, houses the offices of **Financial Aid**, **Student Accounts**, and the **Registrar**.

[THE GRADUATE WRITING CENTER](#)

The GWC offers individualized writing instruction to any residential LU graduate students and selected LU Online students. Students can schedule appointments with the GWC, and a tutor will review their drafts and offer feedback, suggestions for revision, and personalized instruction on all aspects of the writing process. The GWC also has a library liaison who guides students through the research process and answers research related questions. The GWC hosts several weekly conversation groups for non-native English speakers. The GWC also has a Korean tutor dedicated to helping Korean students who require more intensive language instruction.

[INSTITUTIONAL REVIEW BOARD \(IRB\)](#)

Liberty University's Institutional Review Board (IRB) is designed to protect people who take part in research studies affiliated with the University. The IRB examines each study's design to insure it is ethical and legal, does not involve unnecessary risks, and includes adequate safeguards for research participants.

[DOCUMENTS AND MANUALS](#)

The following documents and manuals can be viewed and/or downloaded from the link above:

- [Graduate Catalog](#)
- [The Liberty Way](#) - Graduate students who live on campus
- [Graduate Student Honor Code](#) - Graduate students who live off campus
- [Online Honor Code](#) - Liberty University Online undergraduate and graduate students
- [Graduate Student Assistant Handbook](#)
- [Appeal policies and procedures](#)