

LIBERTY

UNIVERSITY
SCHOOL *of* AERONAUTICS

Residential Student Handbook



2019-2020

1. INTRODUCTION.....	1
a. Dean’s Welcome.....	1
b. Facilities and Flight Training Fleet.....	2
c. Acceptance into The School of Aeronautics.....	3
d. Citizenship Documents.....	4
e. FAA Medical Certificate.....	5
f. Transportation and Parking.....	6
2. COURSE REGISTRATION.....	6
3. ALL AVIATORS MEETINGS.....	7
4. FLIGHT COURSE POLICY.....	7
a. Flight Course Planning.....	8
b. Flight Course Execution.....	8
c. Incomplete Grades.....	9
d. Flight Course Failures and Withdrawals.....	10
5. COSTS AND FEES.....	10
a. Costs and Fees.....	10
b. Additional Cost and Fee Information.....	11

6. DRESS CODE	12
a. Male Students:	13
b. Female Students:.....	13
7. TRANSFER STUDENT INFORMATION.....	14
8. VETERANS/GI BILL STUDENTS (RESIDENTIAL)	16
9. MENTORING AND TUTORING PROGRAM.....	16
10. SCHOLARSHIPS AND FINANCIAL AID	16
11. RESTRICTED ATP INFORMATION	17
APPENDIX A: NEW RESIDENTIAL STUDENT CHECKLIST.....	21
APPENDIX B: FLIGHT COURSE EXPECTATION LETTER	24

1. Introduction

a. Dean's Welcome

Welcome to Liberty University School of Aeronautics, where we grow difference makers. We are glad you have chosen our school, and we look forward to seeing how God works in and through you during your collegiate aviation journey in our community of discipleship, learning, and innovation. Our mission is to equip, mentor, and send professional pilots, unmanned aerial system operators, aviation maintenance professionals, military aviators, missionary aviation professionals, safety managers, flight attendants, aviation administrators, and others into the booming aerospace community.

The School of Aeronautics conducts flight training at the airport campus, located at the Lynchburg Regional Airport. As of the Fall 2019 Semester, most academic work in the residential flight degrees will occur at DeMoss Hall on the Liberty University Campus.

Basic requirements to begin our FAA-approved flight certification programs include FAA medical examination for pilots, minimum TOEFL score of 79 for international students, TSA clearance for international students in a flight program, and Math (75+) and English (70+) assessment scores. We also hope you will come with an interest and intent to discover your identity, grow as a leader, and thrive in your faith.

We offer the following degrees and programs.

Link to DCP List: <https://www.liberty.edu/academics/aeronautics/index.cfm?PID=17356>

Degree options include:

- B.S. Aeronautics – Commercial/Corporate Concentration
- B.S. Aeronautics – Global Studies Concentration
- B.S. Aeronautics – Unmanned Aerial Systems Cognate
- B.S. Aeronautics – Military Cognate
- B.S. Aviation Administration – Aviation Safety Management Cognate
- B.S. Aviation Administration – Flight Cognate
- B.S. Aviation Maintenance – Management Cognate
- B.S. Aviation Maintenance – UAS Cognate
- B.S. Aviation (Online)
- B.S. Aviation Maintenance Management (Online)
- A.A. Airline Flight Attendant
- A.A. Aviation Maintenance Technician
- Aeronautics Minor
- Airline Flight Attendant Minor
- Unmanned Aerial Systems Minor
- Aviation Safety Minor
- Aviation Maintenance Technician Certificate

Additional student information regarding the Aviation Maintenance program is found in the AMTP Student Handbook.

Our Vision

To Impact the World for Christ as the Preeminent
Center of Aerospace Education.

Our Mission

To Equip, Mentor, and Send Champions for Christ
into the Aerospace Community.

We look forward to you joining us and partnering with us as disciples and workers in God's eternal kingdom.

Dr. Rick Roof, Interim Dean, School of Aeronautics

b. Facilities and Flight Training Fleet

Liberty University's airport campus includes four facilities adjacent to Lynchburg Regional Airport, Lynchburg, VA 24502:

- Flight Operations: 310 Hangar Road
- LUSOA satellite office: 1065 Airport Road
- Aviation Maintenance Technician Program: 170 Airpark Drive and 939 Airport Road

Liberty University School of Aeronautics operates a fleet of 27 aircraft, 20 training devices, and six unmanned aerial vehicles. The 27 aircraft are located at the airport. All other equipment, including simulators and UAVs are located at DeMoss Hall:

- 20 Cessna 172 SP Skyhawks (Equipped with the Garmin G1000 Avionics System)
- 5 Piper PA-44 Seminoles (Multi-engine aircraft, equipped with G1000 Avionics System)
- 2 Cessna 150s
- 7 Frasca Reconfigurable Level 5 Training Devices (RTDs)
- 3 Frasca C172 Level 5 Flight Training Devices (FTDs)
- 1 Frasca PA44 Level 5 Flight Training Device (FTD)
- 1 Frasca PA-28 Advanced Aviation Training Device (AATD)
- 1 Advanced Jet Training Device
- 7 FlyThisSim Basic Attitude Training Devices (BATDs) - Multiple Aircraft Configurations
- 6 3D Robotics Multi-rotor Unmanned Aerial Vehicles
- 5 DJI Mavic Pro Unmanned Aerial Vehicles

c. Acceptance into The School of Aeronautics

Students intending to pursue a degree offered by the LU School of Aeronautics must first be accepted into Liberty University. There are no additional requirements for acceptance into the School of Aeronautics. When speaking with the admissions office and the residential academic advisor for the School of Aeronautics, please inform them of your intent to pursue an aeronautics degree and which degree completion plan (DCP) you plan to complete.

Students must meet applicable flight course prerequisites, which include the minimum passing score on the Liberty University English and Math Assessment Tests to be eligible to take English 101 and Math 115 or higher.

Students who do not achieve the minimum placement scores of 75 in Math and 70 in English, and are required to complete English 100, Math 100, or Math 110 are not eligible to enroll in flight courses and begin flight training with the School of Aeronautics.

Students not meeting prerequisites for flight courses may register for AVIA academic classroom (including aviation ground) courses regardless of their LU assessment test scores.

School of Aeronautics has a limited number of flight course openings, which are referred to as flight labs. Students who register for flight courses must also register for the associated flight lab, which designates the training days and times for flight training. In the event that all flight labs are full due to the finite number of flight training resources, students unable to register will be placed on a wait list. If resources become available and a flight lab opens, each student on a wait list will be notified in turn via e-mail, with an expected 24-hour response time (those not responding within 24-hours are dropped from the wait list). You may confirm your registration with the residential academic advisor for the School of Aeronautics.

Most new students to the School of Aeronautics will not begin flying during their first semester. The priority for registration for flight labs is based on Liberty University's hierarchy, which includes early access for honors students, athletes, and upperclassmen. The School of Aeronautics has an additional internal registration priority hierarchy based on student performance and managed by the Flight Science Department Chair. Incoming students placed on a wait list are encouraged to have all course requirements met, including FAA medical examination and financial check in, should a flight lab opportunity open up on short notice.

Flight courses are AVIA courses with the following numbers: 220, 225, 320, 325, 326, 327, 331, 420, 440, 441

d. Citizenship Documents

All incoming SOA students must certify their proof of citizenship.

U.S. Citizens: The Transportation Security Administration (TSA) requires that valid proof of citizenship be on file for every student receiving flight training at LUSOA. To comply with the Department of Homeland Security regulation, you must report to flight operations on the first day of your flight class with a valid passport (preferred) **OR** an **original** certified birth certificate **and** a current driver's license. **Copies of these documents are not acceptable.** The School of Aeronautics chief instructor (or a representative) will verify the validity of your documents and make a copy for the school files. Your flight course will not commence until your proof of citizenship is verified. Please remember to bring these documents with you to student orientation and at the start of the semester.

Evidence of U.S. citizenship based on one of the following:

- *Valid, unexpired U.S. passport*
- *Original or government-issued birth certificate of the U.S., American Samoa, or Swains Island AND a government-issued picture ID*
- *Original certificate of birth abroad with raised seal (Form FS-545 or DS-1350) AND a government-issued picture ID*
- *Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or a Certificate of Repatriation (Form N-581) AND a government-issued picture ID*
- *Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) AND a government-issued picture ID*

Non U.S. Students: If you are NOT a U.S. citizen, you are required to report to the school with your valid passport with a current visa (w/ I-20 Form). In addition, you must complete a Training Request with the U.S. Transportation Security Agency (TSA). TSA approval for flight training is mandatory for all international students and must be completed for Private Pilot Students, Instrument Rating Students, and Multi-engine Students.

TSA flight training approval is valid for one year for each of the above flight ratings and costs approximately \$130 per application (paid to the TSA). If you do not complete the rating in that period, you will be required to repay the application fee to continue training. To begin the application process, go to www.flightschoolcandidates.gov. Obtaining TSA approval may take several weeks, so please start the application process at least 4 weeks prior to the start of each applicable semester at LU.

If TSA approval is not received by the end of the drop/add period during the first week of class, you will be dropped from your flight course for the semester. If you have any questions regarding the application process, please contact the LUSOA international student liaison, Jonny Hewitt at jmhewitt@liberty.edu

International students may not begin flight training until Liberty University has all required information on file in the School of Aeronautics flight operations office. Failure to follow these procedures will delay the start of flight training or prevent students from remaining in the registered flight course.

e. FAA Medical Certificate

FAA regulations requires all flight training course students to hold a minimum of a Third-Class Medical certificate issued by an FAA Aviation Medical Examiner (AME). Flight students are required to provide a copy of their medical certificate to their flight instructor no later than the first day of classes. Therefore, we encourage students to obtain their medical certificate prior to coming to Liberty.

Steps to obtain a FAA medical certificate from a FAA-designated Aviation Medical Examiner (AME). To obtain a FAA medical certificate complete the following steps:

1. Find a local AME –
<https://designee.faa.gov/SelectTypeOfSearch/SelectTypeOfSearch>
2. Designee Type – select AMW
3. Select Search Criteria – choose location search, fill in your information, and select “First Class AME”. The less information submitted will give more results.
4. Click “Continue”
5. Find an AME that is convenient to your location and schedule an appointment.

Complete an application in MedXPress: <https://medxpress.faa.gov/medxpress/>

You most likely will need to request an account. Keep this information in a safe place as you will need to do this for each medical application throughout your career. Read each question carefully and answer truthfully; any falsification may result in your medical and flight certificate(s) being revoked.

If you have any pre-existing medical conditions, you should schedule your appointment several months before coming to school so that you have time to submit any additional paperwork or complete any tests that may be requested by the FAA. The average cost of an FAA Aviation Medical Exam is between \$100 and \$175 and typically is not covered by medical insurance or Veteran’s benefits.

PLEASE TAKE NOTE: We highly recommend prospective students obtain a **First Class Medical Certificate** rather than the Third Class Medical Certificate to ensure they can meet the requirements of the First Class Medical, which is a requirement for many professional pilot jobs.

Illicit Drug Use: Using illegal drugs violates Liberty Way conduct standards and places all aspiring professional aviators at risk of losing career opportunities. Among additional administrative steps at LU, SOA students involved in drug offenses will be suspended from flight-related coursework, required to disclose the situation to an FAA AME, and obtain a new medical certificate as a step to apply for flight course reinstatement.

f. Transportation and Parking

The Liberty University School of Aeronautics conducts its flight courses at the Lynchburg Airport Campus.

Liberty University Transit Department provides **limited** bus service to and from the airport campus Monday through Friday. Flight students may need to adjust their training schedule in response to the weather and the objectives of the training course, such as night flying activities. Therefore, students are encouraged to have access to transportation they can use for early morning, late night, and weekend training sessions.

Note: Current Liberty University policy requires all freshman students to park their vehicles in remote parking locations off campus. The LU Transit Office publishes bus schedules to and from these remote parking locations at <http://www.liberty.edu/transit>. Freshman students should consider this when registering for flight course training labs.

Aeronautics students enrolled in Flight Labs or AVMT courses may be granted a waiver from Freshman parking requirements. The Dean's Office will coordinate the requested student list with the LU Police Department Chief.

2. Course Registration

When registering for an AVIA flight course, you must also register for an available flight training lab. If you fail to register for both a flight training lab and the applicable flight course, you risk not being enrolled in a flight course if the flight training labs are filled. When choosing your lab, please realize you cannot go back and change it. If you have questions regarding registration, contact your academic advisor.

Flight Course	Corresponding Training Lab
AVIA 220 Private Flight 1	AVIA 010 Private Pilot Stage 1 Training Lab
AVIA 225 Private Flight 2	AVIA 015 Private Pilot Stage 2 & 3 Training Lab
AVIA 320 Instrument Flight	AVIA 020 Instrument Flight Training Lab
AVIA 325 Commercial Flight I	AVIA 025 Commercial Flight Stage 1 Training Lab
AVIA 326 Commercial Flight II	AVIA 026 Commercial Flight Stage 2 Training Lab
AVIA 327 Commercial Flight III	AVIA 027 Commercial Flight Stage 3 Training Lab
AVIA 331 Commercial SE Add On	AVIA 031 Commercial SE Add On Training Lab
AVIA 420 Flight Instructor Flight	AVIA 040 Flight Instructor Flight Training Lab

Depending on the training lab section you select, you will meet with your flight instructor multiple times per week. In order to remain on pace with course expectations, plan to fly on other days, including Saturday, outside your normal training lab when experiencing disruptions, such as poor weather, unplanned maintenance cancellations, or illness/injuries.

Residential students must take the following courses in the residential format: All flight courses and AVIA 102, AVIA 245, AVIA 300, AVIA 460. AVIA and other courses available in online format may be taken by residential SOA students; however, residential tuition rates apply.

Registering for a flight course will activate a lab fee payment requirement.

Your flight instructor (or a representative) will contact you a few days before the start of the semester and provide you with important information regarding your course.

Leading up to the beginning of the semester, SOA reviews flight course enrollments on a case by case basis.

IMPORTANT: New student flight course starts may be delayed up to 1-2 semesters, depending on individual student goals and school capacity.

On a seat-available basis, LUSOA Online students are eligible for residential courses; however, access to LUO students for registration in residential flight labs is limited due to availability. To be placed on the wait list, use the Registrar's portal.

CAUTION: Residential students who switch to the LUO program but desire flight training with the LYH-based residential program risk significant delays in accomplishing their flight training. Priority for flight labs will be for residential students first.

3. All Aviators Meetings

All Aviators Meetings are held two to three times during each Fall and Spring semester. Attendance is required for all students in the School of Aeronautics. The purpose of the meetings is to discuss important school information, present flight and ground safety instruction, and to recognize student achievements. The first meeting of each semester is typically in the evening of the second day of classes.

4. Flight Course Policy

Purpose: The purpose of this policy is to provide guidance for the administration of flight courses. This policy applies to all faculty, staff, and students involved in the planning and accomplishment of flight courses.

Definitions

Flight Course – the AVIA course for academic credit as defined in the course catalog. Each academic course has a syllabus and an assigned professor, e.g. AVIA 220 Private Pilot 1

TCO Course – the FAA certification course defined by a 14 CFR Part 141 approved syllabus or a 14 CFR Part 61 syllabus that leads to FAA certification, e.g. Private Pilot Course, Instrument Rating

Term – the academic period that defines the time limits for accomplishing an academic course. The term could be a full academic semester as defined in the academic calendar, or it could be a specialized sub-term or J-term.

Summer Term- the summer term is a normal school term. Students enrolled in the summer term are expected to maintain attendance standards in the same manner as during the Fall and Spring terms. Students are expected to be present for all flight block periods. During the first flight block period of the summer term, as with the Fall and Spring terms, students will report to Flight Operations to accomplish the first day checklist which is posted on their flight course indoctrination on Blackboard. Flight course expectation letters will be acknowledged and signed during the first flight block period.

Funds Administration- at least one week prior to the end of the term, the Department Chair, or his designee, should begin to coordinate with Student Accounts regarding the closing or transitioning of flight course accounts in MFT and any potential refunds. The coordination should include a final check of any negative balances on the flight course account. The Department Chair must ensure that funds allocated to VA benefitted students are handled appropriately. The Department Chair must ensure that MAO does not return unused funds to the VA if there are outstanding negative balances.

a. Flight Course Planning

Flight courses require specialized resources to conduct the required flight education and training. Resources include aircraft, simulators, flight instructors, airspace, time to train, etc. The number of students that can be enrolled in each of the flight courses is limited by the number of resources available.

b. Flight Course Execution

Flight courses, as with any academic course, cannot begin prior to the defined term start date, and must be complete on or before the term end date. The syllabus of each flight course will define the requirements for the completion of the course. Completion of the flight training requirements of a flight course is normally defined by a stage check or end of course check. The FAA practical test is normally not part of the academic flight course, but it should be completed prior to the end of the term to allow continuation to the next flight course in the next term as applicable.

Students enrolled in a flight course are expected to maintain attendance standards. Students are expected to be present for all flight block periods. During the first flight block period of the respective term, students will report to Flight Operations to accomplish the first day requirements checklist which is posted in their AVIA flight

course on Blackboard. Flight course expectation letters will be acknowledged and signed during the first flight block period.

A student unable to complete a flight course by the end of the term due to extenuating circumstances (i.e., extended illness, extended administrative action, excessive weather or other cancelations, and other circumstances IAW LU Academic Policy) may be granted an INCOMPLETE and a specified extension period to complete the course. The student is responsible for requesting an INCOMPLETE, and the course professor is responsible for approving or disapproving the requested INCOMPLETE.

NCAA athletes – Liberty University places special emphasis on NCAA athletes, and the School of Aeronautics policy, in line with LU, is to provide support to the success of NCAA athletes. NCAA athletes will receive specific tracking of flight course progress to help ensure their success on the field and in the air. Department Chairs, Directors, and applicable flight course professors will be aware of the NCAA athletes enrolled in flight courses.

c. Incomplete Grades

Applicability: Flight courses (AVIA 220, 225, 320, 325, 326, 327, 331, 420, 440, 441)

Students who desire to request an INCOMPLETE grade for a flight course must meet the following requirements and must accomplish the following:

- Non-completion of the flight course by the last day of classes in the term was beyond the student's control: Although weather and maintenance can affect course progress, students should be able to complete their course by coordinating flight training outside their scheduled flight block period. INCOMPLETES should be a last resort because it could affect the ability to enroll in a subsequent flight course.
- The student is in his/her first enrollment of the respective flight course, i.e., the flight course is not a repeat enrollment from a previous semester.
- All non-flight training blackboard assignments (i.e. those not in the respective TCO syllabus or Part 61 flight training syllabus) must be complete no later than the published last day of class for the semester (date found on the academic calendar), e.g., progress reports, quizzes, presentations, exams, etc.
- The respective FAA written exam must be accomplished with a passing grade no later than the published last day of class for the semester (date found on the academic calendar).
- Have no more than three unexcused absences from flight block periods during the term, as recorded by the flight course professor.
- The student must request an INCOMPLETE in writing (may be by email) to the course professor no later than the published last day of classes, stating why an INCOMPLETE is merited.

Students receiving an INCOMPLETE for a flight course will be granted a 2-week extension period. An additional two-week period may be granted by the professor for further extenuating circumstances beyond the student's control.

Non-Flight AVIA courses shall be governed by Registrar's policy.

d. Flight Course Failures and Withdrawals

Students in LUSOA flight training programs are expected to maintain good attendance and progress in their flight training. Abundant resources are available to help each student succeed in their career goals, and it is incumbent upon the student to make good use of resources and time, and to solicit assistance from professors and flight instructors as needed.

Acceptable progress in the LUSOA flight program means completing each flight course within its prescribed semester limits and enrolling in subsequent flight courses each consecutive semester, or as prescribed in the suggested course sequence.

Students in a degree program that requires the accomplishment of flight courses and FAA pilot ratings (B.S. Aeronautics; B.S. Aviation Administration, Flight Cognate, or Aviation Minor): Be cautioned that repeated failures or withdrawal from flight courses, (which block other students from registrations) may result in restriction from subsequent flight course registrations or dismissal from a degree program requiring pilot ratings. Dismissal authority is with the School of Aeronautics Dean/Associate Dean, based on recommendation from Chair, Flight Science.

5. Costs and Fees

a. Additional Lab Course Costs and Fees

Liberty University tuition does not include additional lab Course Costs and Fees. The costs and fees levied during the beginning of residential flight courses is an estimated amount based on course requirements and average flying hours. Funds are paid directly to Liberty University at Financial Check-in (FCI) for the semester.

Flight Course Costs and Fees cover dual instruction and flight in the Cessna Skyhawk 172SP (single engine) or Piper Seminole PA-44 (multi-engine), flight training devices, flight training preparation and debriefings, other associated ground or flight training, and use of table-top BATD simulators.

UAS Course Costs and Fees cover additional expense of training with systems and travel to offsite locations as applicable.

Please see Liberty University's fee listing for up to date course fees:
<https://www.liberty.edu/financeadmin/studentfinances/index.cfm?PID=38407>

b. Additional Cost and Fee Information

Costs and fees do not include the aircraft or examiner during the FAA practical test, nor other pilot supplies. Please budget accordingly.

We recommend aviation students completing flight courses purchase the additional items below. The FAA publications are available online for free but purchasing a hard copy is preferred. Each item may be purchased at the Freedom Aviation Pilot Store on a first come, first serve basis, at your local pilot store, or online.

Pilot Headset with Boom Microphone.....	Approx. \$300
VFR Kneeboard.....	Approx. \$25
Navigation Plotter.....	Approx. \$10
E6B Flight Computer.....	Approx. \$25
Aviation Charts and Flight Manuals.....	Approx. \$100
FAA Publications	
-Pilots Handbook of Aeronautical Knowledge (FAA-H-8083-25B).....	Approx. \$20
-2019 FAR/AIM (ASA-19-FR-AM-BK).....	Approx. \$10
-Airplane Flying Handbook (FAA-H-8083-3B).....	Approx. \$20

Course fees must be paid during the financial check-in process through Liberty University's Automated Student Information Services Tool (ASIST) prior to the start of each semester. These fees are in addition to the fees for tuition, room, and board. Fees described in this information are subject to change at any time during the year and represent the estimated cost to complete the applicable course based on the requirements of the FAA-approved syllabus.

Students requiring additional training to achieve the required proficiency level during a course, or students requiring remedial training following an unsatisfactory evaluation will incur additional charges. If additional funding for flight training becomes necessary, students may add funds to their training account via an online link.

Students in flight courses using the C-172 must retain a minimum \$600 balance on their flight account to fly in SOA aircraft or programs. Students in flight courses using the PA-44 must retain a minimum \$1000 balance on their flight account to fly in SOA aircraft or programs. Students subject to additional MFT balance guidance by Director of

Flight Operations and/or Chair, Flight Science, i.e. PA-44 checkrides require a minimum \$2,000 balance.

Students are responsible for tracking their flight fee account balances.

Students who fall below the required balance due to any reason are subject to having a hold placed on academic progress, graduation, transcripts, etc. until their account is paid in full.

Note for AVIA 326 (Commercial Flight II): AVIA 326 includes Upset Prevention Recovery Training (UPRT) in an Extra 300 or Extra 330 aerobatic aircraft contracted with Prevailance Aerospace. The UPRT training consists of three flights, is optional, and is highly encouraged. Students who choose to not accomplish the Prevailance Aerospace UPRT will substitute three C172 lessons in the course. The difference in cost between the UPRT and the C172 lessons is about \$2000.

6. Dress Code

Students are expected to come to class dressed in a manner consistent with The Liberty Way. Additionally, LUSOA students must comply with the following department grooming standards when on the premises of the airport campus.

- The spirit of the LUSOA dress code is adherence to a professional appearance with special attention to modesty.
- If others can see your undergarments, it is by definition not modest and not professional. Therefore, exposed undergarments are not permitted.
- All apparel should be neat, clean, and without material flaws such as holes and frayed edges.
- University established “spirit day” dress for students is permitted.
- Hats, caps, and shorts are not acceptable inside any classroom. Modest shorts hemmed just above the knees are acceptable for flight and AMTS activities during the summer semester.
- Closed-toed flat shoes must be worn for all flight, simulator, and AMTP activities. Note: Birkenstocks, CROCS, sandals, or flip-flops are not permitted for wear.
- No loose jewelry (necklaces, earrings, etc.) is permitted for flight and simulator activities.
- No loose clothing (scarves, baggy pants, loose shirts/sweaters, etc.) is permitted.
- For cold season flight activities (November through February), pilots are required to carry an appropriate cold weather jacket.
- Military service uniforms, worn in compliance with DoD standards, are always appropriate and welcome in the School of Aeronautics.
- Air Force ROTC Cadets without a standard Air Force uniform are authorized to wear the modified uniform of the day which will consist of the dark blue

detachment t-shirt, khakis with black dress shoes or jeans with tennis shoes, belt (black), ABU cover, and name tag.

- Students enrolled in the AMTP are expected to come to AVMT classes wearing the appropriate AMTP uniform. (More details may be found in the LU AMTP Student Handbook.)

a. Male Students:

1. Clean slacks or khakis are acceptable. Except as prescribed in the LU AMTP Student Handbook, blue jeans and cargo pants are not permitted. All pants shall be worn with a belt at the waistline.
2. Shirts must have collars. Shirts must be tucked in at all times, and belts must be worn.
3. Wear of earrings or facial piercings is not permitted.
4. Shoes should be in good condition.
5. Socks shall be worn and cover the ankle.
6. Hair must be groomed in a neat and trim appearance. (For example: Long hair gathered into a bun or ponytail is not compatible with professional aviation grooming standards, therefore, is not permitted in SOA.)
7. Facial hair is acceptable but must be neatly trimmed.

b. Female Students:

1. Pants: Clean slacks or khakis are acceptable. Except as prescribed in the LU AMTS Student Handbook, Capri pants, blue jeans, and cargo pants are not permitted. **Pants are required for all simulator and flight training activities.**
2. Shirts: Collared shirts or business attire blouses are acceptable.
3. Skirts: Modest Skirts are acceptable for other than simulator and flight training activities. Skirts must comply with the Liberty Way.
4. Dresses: Tailored, professional, conservative dresses are acceptable for other than simulator and flight training activities.
5. Shoes should be in good condition and appropriate for flight activities as applicable.
6. Wear of earrings is acceptable but shall not pose a snag hazard.
7. Wear of facial piercings is not permitted.
8. Hair must be neat and trimmed, and not pose a safety hazard.

7. Transfer Student Information

Most students enter the SOA with no prior flight experience and begin their private pilot certificate training during their first or second semester at LU. However, some students may arrive at Liberty with flight training hours eligible toward the completion of their private pilot certificate. Regardless of the number of flight training hours accomplished prior to attending Liberty University, students seeking the Private Pilot Certificate through the School of Aeronautics are required to complete LUSOA's FAA-approved

private pilot ground and flight courses (AVIA 210, 215, 220, & 225) in their entirety. In other words, no credit is granted for previous training for students who do not hold a Private Pilot Certificate.

Pending review and approval from the respective Department Chair, students holding a Private Pilot Certificate prior to attending Liberty University may be granted full academic credit for completing the applicable private pilot ground and flight training courses (AVIA 210, 215, 220, and 225). This is referred to as Prior Learning Assessment (PLA) credit and it amounts to 12 academic credit hours. No grade is received nor is PLA credit included in the student's GPA.

Students on the B.S. Aeronautics DCP, Commercial/Corporate concentration and Global Studies concentration are expected to earn the Instrument Rating and Commercial Pilot Certificate while attending Liberty University. If these respective ratings and/or certificates are earned prior to attending Liberty University, students may be granted PLA credit by the department chair on a case-by-case basis after consideration of the student's training records. However, it must be understood that earning PLA credit for the instrument rating and/or the commercial pilot certificate negates the student's eligibility to qualify for the restricted Airline Transport Pilot (ATP) Certificate. This means that students who complete these certifications outside of Liberty University must acquire 1,500 hours of flight experience to be eligible for the ATP Certificate instead of the reduced minimum of 1,000 hours or 1,250 hours applicable to students who complete these certifications and aeronautics degree through Liberty University.

Transferring academic credit from another aviation college or university to be applied toward LUSOA AVIA courses may be granted only after the review and approval of such courses by the applicable School of Aeronautics Department Chair.

8. Veterans/GI Bill Students (Residential)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>

Please refer to the military affairs webpage for more information:
<https://www.liberty.edu/military>

Your lab fees are tied to your flight courses. Students using GI Bill® to pay for flight course fees should pay particular attention to their MFT balance, in particular near the end of their course. In some cases, due to additional training required, students will reach the maximum allowable balance prior to completing the applicable course requirements.

In the event you require additional funding to complete your course, you may be eligible to apply for additional Financial Aid. However, the process takes time, so plan accordingly. Students will be financially responsible for amounts exceeding their GI Bill® funding.

Neither LU nor the SOA will be responsible for any fees exceeding your allocated course lab fee. **If you incur these types of charges and they remain unpaid, you will not be permitted to register in further LU flight courses until your account balance is resolved.**

The following items are part of course costs, but not covered by the lab fee:

- *FAA practical examination (\$450-\$850)*
- *Aircraft rental for practical examination (1-2 hours)*
- *FAA Written examination (\$150)*
- *Aviation Headset (\$200-400)*
- *Aviation Books and Pilot Supplies (varies)*

Access to Lab Fee Funds:

Students must be enrolled in a flight course to access lab fee funds. Should a student not complete the course within the defined term or incomplete period, they must re-enroll in the course the next term to continue flight. The lab fee will be waived for the repeated course.

Funding in the Event of Failure Flight Courses

In the event of a failed flight class, any remaining lab fee funds will be returned to the VA. The student will have access to remaining funds when re-enrolling to repeat the course. As a reminder, any negative balance that remains unresolved after exhausting benefits must be paid by the student.

GI Bill® – Funded Flying Days

SOA Residential students using GI Bill® funding may only fly during the designated course dates. Any flights outside these parameters will be the financial responsibility of the student.

Additional Funding

If a military (Active Duty or Veteran) student's training cost is expected to exceed the predefined annual limits, they may apply for Title IV funding and loans. These loans are able to be used in conjunction with VA benefits.

Please contact the Financial Aid Department for more information.

Students are encouraged to complete their FAFSA application (<https://fafsa.ed.gov/>) prior to the start of the term to allow ample time to receive additional funds.

General Veteran Affairs/GI Bill® Information and Yellow Ribbon Program

Liberty University is a proud participant in the Department of Veterans Affairs Scholarship program. Through this partnership with the Department of Veterans Affairs, students with 100% eligibility under the Post-9/11 GI Bill® can receive additional funding from Liberty University and the Department of Veterans Affairs to cover any tuition and fees exceeding the Post-9/11 annual limit.

In the 2018-2019 academic year, the Yellow Ribbon Scholarship for residential students at the School of Aeronautics (SOA) includes a contribution from Liberty University up to \$10,000 in Yellow Ribbon per academic year. The Department of Veterans Affairs will match the amount awarded by Liberty University, for a combined scholarship that covers up to 100% of the student's remaining tuition and fees. When combined with the VA's portion, the total annual Yellow Ribbon amount available is \$20,000 for residential SOA students, over and above the \$23,671.94 Post-9/11 GI Bill® annual cap.

The Veterans Administration Post-9/11 GI Bill® program entitles veterans, their spouses, or their dependent children the opportunity to be awarded up to 100 percent of their educational expenses, including a housing stipend.

**Yellow Ribbon does not cover fees that exceed the stated lab fee amount per class.*

MHA (Military Housing Allowance)

Veteran FTA Students may contact the Department of Veterans Affairs to determine MHA Eligibility and corresponding benefit amount.

9. Mentoring and Tutoring Program

The LU School of Aeronautics strives to build a strong mentoring culture to augment our learning environment. One of the many ways we continue to nurture this culture is by pairing first year students with an upper-class student aviation mentor. Among other things, the aviation mentors will help their mentees prepare for and acclimate to life at Liberty University and the education and training rigors of a professional aviation degree.

Our volunteer mentors stand ready to serve those students who want to plug in to a mentoring model. Please engage the Director of Flight Training for more information.

The LU School of Aeronautics provides multiple opportunities for students to receive free tutoring from upper-class student volunteers. Group and individual tutoring sessions are offered each week to assist students in reaching their full potential in their aviation theory and flight courses.

Student leaders in the School of Aeronautics will post tutoring opportunities during the semester. All students are welcome to participate in these tutoring sessions as much as desired. These sessions serve as an excellent forum for collaboration, quizzing, and receiving answers to their questions.

10. Scholarships and Financial Aid

The School of Aeronautics does not offer "in-house" financial aid or grants, and offers very limited aviation scholarships towards flight training costs. However, many of our students have been successful applicants to other third-party scholarships. Some of these are listed on our School of Aeronautics website.

Liberty University provides numerous resources to assist students in paying for college. For further information concerning those resources, visit the Student Financial Services homepage: <http://www.liberty.edu/index.cfm?PID=294>

11. Restricted ATP Information

The following information is a concise summary of the FAA requirements to qualify for the **Airline Transport Pilot Certificate with Reduced Aeronautical Experience (R-ATP*)**. As professional aviators we are held accountable to the adherence of FAA guidelines. This information sheet does not relieve pilots of their individual responsibility to take ownership for their education and their knowledge of the FAA requirements to qualify for the R-ATP. **For complete FAA R-ATP guidelines refer to FAA AC 61-139 and FAR 61.160.**

Note: If students want to add courses taken in the program in order to maximize their eligibility for a Restricted ATP Certificate, they must do so **prior** to graduation.

Note: For brevity, the acronym “R-ATP” is used in place of the proper FAA designation of “restricted privileges ATP”.

Effective Dec 13, 2017, LUSOA received additional authorization from the FAA (Amendment No. 13) updating its list of approved aviation related coursework.

LUSOA is authorized by the FAA to certify its graduates for both the 1000 Hour and 1250 Hour R-ATP.

To be eligible for the FAA R-ATP, a graduate must meet FAA mandated **certificate**, **academic** and **flight training** requirements.

Certificate Requirements:

1. FAR 61-160(b)3
 - a. “Hold a **commercial pilot certificate** with an airplane category and instrument rating.”

Academic Requirements:

1. Approved Liberty University Aviation Degrees:
 - a. Bachelor of Science in Aeronautics
 - b. Bachelor of Science in Aviation
 - c. Bachelor of Science in Aviation Administration / Flight Cognate
2. For the **1000 hour R-ATP**: Complete 60 credit hours of aviation and aviation-related coursework that has been recognized by the FAA.
3. For the **1250 hour R-ATP**: Complete 30 credit hours of aviation and aviation-related coursework that has been recognized by the FAA.

Note:

- a. **Residential** and **online** courses **can** be applied to satisfy the coursework requirement.

- b. **Prior Learning Assessment (PLA)** credits **cannot** be applied to satisfy the coursework requirement.
 - i. To receive FAA R-ATP course credit the course must be listed under “Institution Credit” on the student’s official Liberty University transcript. To be listed under “Institution Credit” students must be officially registered for the course.
 - ii. To receive FAA R-ATP course credit for instrument and commercial flight courses, students must be **officially registered** at Liberty University for Instrument Flight (AVIA 320) and Commercial Flight (AVIA 325, 326, 327).
 - iii. Students who complete the Part 141 instrument and commercial flight training courses but were **not officially registered** at Liberty University for Instrument Flight (AVIA 320) and Commercial Flight (AVIA 325, 326, 327) will not be eligible for FAA R-ATP.
- c. **University graduation requirements vs. FAA R-ATP requirements**
 - i. While PLA credit may be applied in certain cases to satisfy university graduation requirements, PLA credit does **not** satisfy the FAA coursework requirements for the R-ATP and in some cases results in ineligibility for the R-ATP.
 - ii. Fulfilling the requirements of the Liberty University Bachelor of Science Degree Completion Plan (DCP) for graduation will not guarantee that you meet the FAA R-ATP requirements. You must ensure that you complete the required number of credit hours in FAA approved courses.
- d. FAA approved coursework completed **after** the aviation degree has been conferred **cannot** be applied to the 30/60 credit hour coursework requirement.

Ground / Flight Training Requirements:

- 1. IAW 14CFR61.160, the graduate must have obtained a **commercial pilot certificate** with an airplane category and instrument rating from a part 141 pilot school associated with an institution of higher education.
 - a. Complete the required Instrument (AVIA 310) and Commercial **ground training** (AVIA 315) as part of an approved Part 141 curriculum at Liberty University.
 - b. Complete the required Instrument (AVIA 320) and Commercial (AVIA 325, 326, 327) **flight training** as part of an approved Part 141 curriculum at the LUSOA or at a Part 141 flight school that has an FTA agreement with the LUSOA as stipulated under 14 CFR §141.26
 - c. The ground training courses and flight training courses must be completed **concurrently**.
 - i. Concurrently is interpreted to mean the ground training must be completed either the semester prior or in the same semester as the associated flight training.
 - d. There is **no provision in place for transferring** partial Instrument or

Commercial flight training between approved flight schools.

- i. Any student who begins their Instrument or Commercial flight training at one approved flight school and then transfers to another must start over and complete the entire flight course.

Note:

- a. Students are not eligible to apply for the R-ATP Certifying Certificate until they hold an FAA Commercial Pilot Certificate and their B.S. Degree (Aeronautics, Aviation, or Aviation Administration, Flight Cognate) has been conferred.
- b. Graduates should not wait until achieving the appropriate amount of flight time before applying for their R-ATP Certifying Certificate. The time required to process the R-ATP Certifying Certificate could actually delay your airline interview.
- c. Graduates who apply to a DPE to take the ATP practical test using the provisions of 14CFR61.160 (restricted privileges ATP) will be required to provide their:
 - i. Official academic transcript from their LOA-holding university
 - ii. 61.160 R-ATP certifying statement (R-ATP Certificate).

Transfer Students:

1. AC 61-139 does provide a provision for students transferring between Authorized Institutions of higher learning.
 - a. Both institutions must be authorized to certify its graduates for the R-ATP per FAR 61.169.
 - b. The student must provide an official transcript and a copy of the FAA R-ATP Letter of Authorization from the institution initially attended.
 - c. Courses to be transferred must be included on the FAA Authorized Aviation Coursework List from the institution initially attended.
 - d. To avoid duplicating course credit, in some cases a course syllabus may be required.

Note:

- a. Both Instrument Ground and Instrument Flight, or Commercial Ground and Commercial Flight, must be completed **concurrently at one approved institution**.
- b. There is **no provision for transferring** partial Instrument or Commercial ground or flight training between approved institutions.
- c. **Prior Learning Assessment (PLA)** credits **cannot** be applied to satisfy R-ATP course requirements.
- d. Ref: AC 61-139,12b. Transferring Between Authorized Institutions of Higher Education

R-ATP Application Procedures:

1. Residential graduates request the R-ATP Certifying Statement via email to: whreichard@liberty.edu

2. The R-ATP checklist will then be emailed to the graduate.
3. The checklist contains a list of the documentation required to process the R-ATP Certifying Statement.
4. With the exception of the LU Official Transcript, all required documentation should be emailed to the addresses above.
5. Attach the remaining checklist items in a single email.
6. When the required documentation is received the R-ATP will be processed.
7. Plan ahead!
8. Normal processing time takes up to 2-3 weeks from receipt of required documentation to the issuance of the R-ATP Certifying Certificate..

Appendix A: New Residential Student Checklist

- Application and Acceptance into Liberty University
- FAA Physical Examination (Class III or higher – Class I is recommended)
- Obtain passport OR original copy of birth certificate AND driver's license
- International Students – AFSP Application
- Create your Liberty Account. Create a username and password will provide access to housing, registration, and financial check in. Go to the ASIST system to create.
- Complete the Liberty University English and Math Assessments
See: <http://www.liberty.edu/index.cfm?PID=13855> for more information
- Complete the Free Application for Federal Student Aid (FAFSA)
This is required for ALL students. Visit www.fafsa.ed.gov for more details.
Liberty's school code is 010392
- Submit All Applicable Financial Aid Documents
This can include FAFSA verification documents, the VTAG application, and all required Federal Loan documents. For information specific to your account, please contact the Financial Aid office at 888-583-5704.
- Complete Financial Check-In (FCI) through ASIST
* Check out the Student Accounts site for the "Steps to Complete Financial Check-In" at: <http://www.liberty.edu/financeadmin/studentaccounts/index.cfm?PID=24944>
* Completion of Financial Check-In is a prerequisite for selecting a class schedule, obtaining a Flames Pass ID Card, and receiving a housing assignment.
- Register Your Vehicle with the LU Police Department (LUPD)
All students who plan to bring a vehicle with them to campus must first indicate their intent during Financial Check-In, and then register with LUPD.
<https://www.liberty.edu/index.cfm?PID=19238>
- Secure Your Housing
Login to ASIST to make housing arrangements.
<https://www.liberty.edu/studentaffairs/studenthousing/index.cfm?PID=462>
- Contact your Professional Advisor for Aeronautics
Go to: <http://www.liberty.edu/index.cfm?PID=23415>
- Complete the FOCUS2 Assessment
The FOCUS2 is a Career and Education Assessment tool, which will help determine your interests, values, and skills. This will help you determine or confirm the major and career that is uniquely suited for you as an individual.
<https://www.liberty.edu/index.cfm?PID=3445>
- Complete the Prior Learning Assessment (PLA) Questionnaire
* The PLA is used to determine and apply for Prior Learning Credit.
<http://www.liberty.edu/academics/registrar/index.cfm?PID=32871>
* Students enrolling in a course other than Private must present their current pilot certificate to their Course Chief, Commercial or Instrument, to be reviewed and scanned, on their first day of training.
- Choose Your Degree Completion Plan (DCP)

- * Review the applicable recommended course sequence and begin planning your schedule.
 - * All incoming students must take AVIA 102 their first residential semester.
- Determine Your Course Schedule
- * New students and transfer students with less than 12 hours are to establish their schedules with Liberty University Admissions.
 - * Transfer students with 12 or more hours are to make their schedules with the School of Aeronautics Professional Advisor.
 - * Students accepted on Academic Caution must make their schedules with the Academic Success Center.
- Register for Courses
 - * Students complete registration online at:
<http://www.liberty.edu/academics/casas/index.cfm?PID=23427>
 - * If encountering a block or hold, work with your Professional Advisor, Flight Operations Academic Liaison, your Faculty Advisor, or the Department Chair to resolve.
 - * Schedules may be modified based on the advisor's review, and/or aircraft and/or instructor availability.
 - * Residential SOA students may take online courses as available. (Flight courses and AVIA 102, AVIA 245, AVIA 300, AVIA 460 must be taken by residential students in the residential format).
 - * Students enrolling in flight courses must ensure they first select their flight lab (available aircraft & instructor period) – annotated as a “0” credit course; then select their corresponding flight course – annotated as a “3” credit course.
 - * If courses are at maximum capacity, sign up on the wait list.
http://www.liberty.edu/media/1270/forms/Waitlist_Tutorial_10_21_16.pdf
 - * Fall and spring courses may be dropped no later than the first Friday of classes. After that Friday, students may withdraw prior to the University calendar deadline.
 - * Summer courses do not have a drop period. Students are cautioned not to perform any Blackboard assignments if they desire to keep the option to drop.
 - Upload a Photo for Your Flames Pass ID Card

Students have the option of uploading through ASIST a photo of their choice for their ID card, or having their photo taken during Summer Orientation.

<http://www.liberty.edu/cardservices>
 - Complete the Online Health Form

All students are required to complete a health form through ASIST prior to attending:

<https://www.liberty.edu/student-health/student/welcome/>

Students who do not complete their Online Health Form may encounter registration issues and/or a fee on their account.
 - Set up Your FERPA PIN Number

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs release of these records (known as education records) maintained by an educational institution, as well as the access to these records. Setting up a FERPA

pin with the university will allow parents to gain access to student account information. Without a FERPA PIN, no account information may be shared with others.

- Prepare Your Required Flight Documents for the First Scheduled Flight Lesson
- Review and Consider These Other Items:
 - Meal Plan: Dining [information](#)
 - Contact the LU HelpDesk for [technical support](#) for computer requirements & recommendations
 - Student Employment: See [job opportunities](#)
 - Pre-order your textbooks at: [Barnes & Noble bookstore](#)
 - Many Aeronautics textbooks can be downloaded from the Federal Aviation Administration (FAA) for free at the FAA's website at:
 - https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/
- Consider downloading and reviewing the following handbooks and manuals:
 - [Pilot's Handbook of Aeronautical Knowledge \(PHAK\)](#)
 - [Airplane Flying Handbook](#)
 - [Aeronautical Information Manual \(AIM\)](#)
 - [Aerodynamics for Naval Aviators](#)
 - [Instrument Flying Handbook](#)
 - [Instrument Procedures Handbook](#)
 - [Risk Management Handbook](#)
 - [Plane Sense](#) – General Aviation Information
 - [Tips on Mountain Flying](#)
 - [Remote Pilot – Small Unmanned Aircraft Systems Study Guide \(sUAS\)](#)
- SOA flight course expectation letter read, signed, ready for your first day

We look forward to you joining our family soon!

Please contact us at:

(434) 582-2183 or via email at aeronautics@liberty.edu
if you need any assistance or have additional questions.



Appendix B: Flight Course Expectation Letter

Purpose: All flight course students are required to sign an expectation letter during their first day of each respective semester.

Course: _____ Semester/Year: _____ Professor: _____

Student: _____ Signature: _____

- I understand the requirements for course acceptance and agree to abide by the Liberty Way and LUSOA standards as presented in the LU and SOA residential student handbooks.*
- I have read and understand the Introduction, Registration, Flight Course Policy, Costs and Fees, Dress Code, and other items as applicable. I intend to follow these guidelines.*
- I am responsible for my own schedule, training progress, transportation, and will notify my instructor, professor, or other LUSOA leader when necessary.*
- If I Fail or Withdraw repeatedly from flight courses, I understand I am subject to program restriction and/or dismissal.*
- I understand my responsibilities for requesting an INCOMPLETE grade as needed.*
- I will be on time for my flight course lab sessions. Attendance at all scheduled flight course labs is required. Training resources are tightly scheduled for each flight block period to accommodate student training. Unexcused absences may affect a student's completion of a flight course, approval for an INCOMPLETE if needed, and ultimately could result in dismissal from the program.*
- I will attend the required all-aviators meeting during the semester unless I have an approved excuse.*
- My participation in a flying DCP at LUSOA is a privilege, not a right, and I will strive to be a good steward of all resources. Digital records of my flying behavior may be monitored or reconstructed for safety purposes.*
- I support LUSOA's Just Culture and acknowledge I will be held accountable for reckless acts.*
- I have asked questions as necessary of my instructor and/or the cognizant LUSOA leader to clarify any areas of concern or confusion.*