

LIBERTY

UNIVERSITY

SCHOOL *of* AERONAUTICS

Residential Student Handbook



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1. Introduction

a. Dean's Welcome

Welcome to Liberty University School of Aeronautics, where we grow difference makers. 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.

Aviation remains a dynamic industry with much opportunity. God can use you for His glory!

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.

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 as we partner as disciples and workers in God's eternal kingdom.

Dr. Rick Roof
Dean

b. Facilities and Flight Training Fleet

During Fall 2019, the School of Aeronautics moved into a new Academic center on the second floor of DeMoss Hall at main campus. The new facility includes classrooms, flight simulator labs, and suites for administration, faculty, and staff.

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

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

Liberty University School of Aeronautics operates a fleet of 25 aircraft located at the airport, and 19 training devices and six unmanned aerial vehicles 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)
- 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)
- 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. All students accepted into Liberty are accepted in the Aeronautics program. However, students must meet flight course prerequisites and eligibility requirements to begin flight training with the School of Aeronautics. Those students not meeting flight course prerequisites include:

- Below minimum placement scores of 75 in Math and 70 in English
- Required to complete English 100, Math 100, or Math 110

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

When speaking with the admissions office and the School of Aeronautics residential advisors, please inform them specifically that you intend to pursue an aeronautics degree. Select the applicable degree completion plan (DCP).

Flight course numbers:

AVIA (xxx): 220, 225, 320, 325, 326, 327, 331, 420, 440, 441, 442

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 pictured ID*
- *Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) AND a government-issued picture ID*
- *Real ID will NOT constitute as a substitute for any of the above required documentation (49 CFR 1552.3).*

Non U.S. Citizens: 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 receives 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 require all students in flight courses 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 and the course chief no later than the first day of classes. We encourage students to obtain their medical certificate prior to arrival at 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. Retain your information in a safe place as you will need to renew your medical applications during your career. Read questions carefully and answer truthfully; any falsification may result in FAA revocation of your medical and/or flight certificate(s).

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 estimated cost of an FAA Aviation Medical Exam is between \$100 and \$175 and typically is not covered by medical insurance or Veteran’s benefits.

Note: We strongly recommend prospective students obtain a First-Class Medical Certificate rather than the Third-Class Medical Certificate to ensure the student meets the more stringent requirements required by many professional pilot roles.

Retaining Pilot Medical Certification: Airmen (including students, instructors, and other personnel) are responsible to comply with all applicable FAA regulations, including FAA Part 67 regulations, related to behavior and conduct. In the interest of flight safety, LUSOA reserves the right to consult, query, and/or make reports to FAA medical examiners or FAA Flight Surgeons concerning issues related to the aeromedical suitability of students, instructors, or other personnel.

LUSOA further reserves the right to restrict any airmen from flying when there is a perceived safety issue until LUSOA determines, based on all available information and evidence, that the safety issue has been resolved. Although clearance by an FAA medical

examiner or FAA Flight Surgeon may be evidence that the student is safe to fly, such clearance will be considered by the LUSOA but will not be determinative, in itself, to whether the airman is permitted to resume flying. In addition, LUSOA may impose conditions on the airman during a probationary period that permits him or her to resume flying with conditions in place that promote safety. Restrictions and probations may be lifted when the LUSOA determines, in its discretion, that they are no longer necessary.

In addition, illicit drug use violates conduct standards of Liberty University (e.g., The Liberty Way, the Employee Handbook or the Faculty Handbook, or other applicable honor code) and places aspiring professional aviators at risk of losing educational and/or career opportunities. Among additional administrative steps at LU, LUSOA students found responsible for illicit drug use may 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.

If an airman is suspected of being under the influence of drugs or alcohol when arriving for flight-related coursework, LUSOA may restrict the airman from flying in the interest of safety. LUSOA reserves the right to make reports concerning the airman's suspected drug or alcohol use, as determined to be appropriate under the circumstances.

f. Transportation and Parking

The Liberty University School of Aeronautics conducts in-aircraft training at the Lynchburg Airport Campus. Regular transportation to and from the airport is not provided by Liberty University Transit services. Students are strongly encouraged to have their own transportation when attending LUSOA. The dynamic schedule of flying may require transportation during nights or weekends outside bus service hours.

Limited ODR (On Demand Ride) service to and from the airport campus may be available to students on a case-by-case basis. The Associate Dean maintains a screening list for authorized ODR student users.

Parking: Freshmen are subject to parking rules which may place their vehicles in remote locations. The LU Transit Office publishes bus schedules to and from remote parking locations at <http://www.liberty.edu/transit>. Students should consider the extra time to ride the bus or walk to parking when registering for flight courses.

2. Course Registration

Residential students must take the following courses in the residential format:

- All flight courses
- AVIA 102
- AVIA 245
- AVIA 300

- AVIA 460
- AVIA 491

AVIA and other courses available in online format may be taken by residential SOA students; however, residential tuition rates apply.

SOA conducts the following courses during only one semester per year:

Fall Only

- AVIA 250
- AVIA 314
- AVIA 361
- AVIA 409

Spring Only

- AVIA 312
- AVIA 323
- AVIA 335
- AVIA 419
- AVIA 446
- AVIA 472
- AVMX 455

Summer Only

- AVIA 447

We offer the following degrees and programs:

<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. Aviation Maintenance Technician
- Aeronautics 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.

3. 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>

4. Flight Courses

a. Flight Course Registration

The School of Aeronautics has a limited number of flight course openings due to the finite number of flight training resources. Students may expect to begin their flight course sequence anywhere from their first to fourth semester. After flight training has begun, students should expect to complete courses in succession thereafter (including Summers) until DCP completion.

Enrollment from one course to the next is the responsibility of the student. Students must plan ahead to remove administrative barriers from registration, which include: Advising hold, academic hold, financial hold, pending FAA check flights, or other reasons. Course slots usually fill up quickly; students who do not register for the successive flight course as soon as possible risk not being enrolled.

If you do not meet flight course prerequisites that you are enrolled in by the first day of the semester, you will be dropped from the course. Once the prerequisites are met, you may request a ‘late add’ to the course. Your request will be evaluated on a space available basis considering available resources.

Notional Flight Course Progression - Fall, Spring, Summer Semesters:

Freshmen			Sophomore			Junior			Senior
Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
Private Ground (210/215)	Private Flight (220/225)	Com 1 (325)	Instrument (320)	Com 2 (326)	Com 3 (327) or Instructor (420)	Com 3 (327) – as required			
	Private Ground (210/215)	Private Flight (220/225)	Com 1 (325)	Instrument (320)	Com 2 (326)	Com 3 (327) or Instructor (420)	Com 3 (327) – as required		
		Private Ground (210/215)	Private Flight (220/225)	Com 1 (325)	Instrument (320)	Com 2 (326)	Com 3 (327) or Instructor (420)	Com 3 (327) – as required	

Priority for flight course registration is based on Liberty University’s hierarchy, which includes early access for honors students, athletes, and upperclassmen. In the event that all flight courses are full, students unable to register will be placed on a wait list. If

resources become available and a flight course opens, each student on a wait list will be notified in turn via e-mail, with an expected 24-hour response time. Note: Students not responding within 24-hours are dropped from the wait list and the spot is opened to the next student in line. Students may confirm their registration status with the residential academic advisor or the Registrar's office.

New incoming students placed on a wait list are encouraged to have all course requirements met, including the FAA medical examination and financial check-in, should a flight course opportunity open up on short notice.

Per the selected flight course section, students meet with their flight instructors multiple times weekly. To remain on pace with course expectations, students may need to fly on days outside the normal schedule, including Saturdays. Reasons for schedule changes include poor weather, unplanned maintenance cancellations, or student/instructor illness or injuries.

If you have questions regarding registration, contact the academic advisor, LUSOA professor advisor, or LUSOA student success coordinator.

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 certificated 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. 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 periods. Students are expected to fly either the Summer B term or Summer D term in order to maintain flight course progression.

Funds Administration -- upon completion of flight training for the semester, 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.

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 must adhere to attendance standards 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.

NCAA student-athletes – Liberty University School of Aeronautics supports the success of NCAA student-athletes, who will receive specific tracking of flight course progress to ensure success in their sport 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, 442)

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.

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

- Non-completion of the flight course by the last day of classes in the term was beyond the student's control: Despite weather and maintenance, students should be able to complete activities during their flight course block. Students are also encouraged to coordinate flight training outside their scheduled flight course 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

Normal progress in the LUSOA flight program includes completing each flight course within the prescribed semester limits and enrolling in subsequent flight courses each consecutive semester. It is incumbent upon the student to make good use of all assigned aircraft, staff resources and time. When students need help, they need to solicit assistance from professors and flight instructors.

For students in a degree program with flight courses and FAA pilot ratings (B.S. Aeronautics; B.S. Aviation Administration, Flight Cognate, or Aviation Minor): Please take note 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 Flight Course Costs and Fees

Liberty University tuition does not include additional flight 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 examiner fee during the FAA practical test, nor other pilot supplies. Please budget accordingly.

Aviation students completing flight courses must have the equipment/materials below. Students may purchase these items at the Freedom Aviation Pilot Store on a first come, first serve basis. Materials may also be purchased at a local pilot store or online. 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

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
-Current FAR/AIM (ASA-19-FR-AM-BK).....	Approx. \$10
-Airplane Flying Handbook (FAA-H-8083-3B).....	Approx. \$20

Flight course fees are in addition to tuition, room, and board, and paid during the financial check-in process through the Automated Student Information Services Tool (ASIST) prior to the start of each semester.

Fees described herein 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.

Minimum Balance: Students are responsible for tracking their flight fee account balances. 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 remain subject to additional MFT balance guidance by the Director of Flight Operations and/or Chair, Flight Science, i.e. PA-44 check rides require a minimum \$2,000 balance.

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

Upset Prevention Recovery Training (UPRT) training: Involves flying in an Extra 300 or Extra 330 aerobatic aircraft contracted with Prevailance Aerospace. UPRT training consists of three flights, is optional, and highly encouraged. Students who choose to not accomplish the Prevailance Aerospace UPRT will substitute three C172 course lessons.

6. Student Academic Conduct and Dress Code

a. Student Academic Conduct

The School of Aeronautics intends to follow the Registrar's policy regarding academic misconduct. Academic misconduct includes, but is not limited to plagiarism, cheating, and falsification.

If blatant academic dishonesty occurs in a clear and convincing manner, the student may receive a grade of F for the course in which the academic misconduct occurred. If a student is found guilty of academic dishonesty (either blatant or non-blatant) in any subsequent course where a grade of F for academic dishonesty is posted, he or she will be dismissed from the University (per the Registrar's policy).

Reinstatement for students receiving dismissal includes a three-year delay prior to consideration for readmission under the academic amnesty policy described in the University catalog. The School of Aeronautics Dean has the right to refuse readmission of the student to the same degree program from which he or she was dismissed for academic dishonesty.

b. 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 at both DeMoss Hall and at Airport Campus locations.

- 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.
- If worn, hooded sweatshirts must be worn over a collared shirt.
- 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.)

Male Students:

- 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.
- Shirts must have collars. Shirts must be tucked in at all times, and belts must be worn.
- Earrings/facial jewelry is not permitted.
- Shoes should be in good condition.
- Socks shall be worn and cover the ankle.
- 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.)
- Facial hair is acceptable but must be neatly trimmed.

Female Students:

- 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.**

- Shirts: Collared shirts or business attire blouses are acceptable.
- Skirts: Modest Skirts are acceptable for other than simulator and flight training activities. Skirts must comply with the Liberty Way.
- Dresses: Tailored, professional, conservative dresses are acceptable for other than simulator and flight training activities.
- Shoes should be in good condition and appropriate for flight activities as applicable.
- Wear of earrings is acceptable but shall not pose a snag hazard.
- Facial jewelry is not permitted.
- Hair must be neat and trimmed, and not pose a safety hazard.

7. Transfer Student Information

A majority of students enter LUSOA with no prior flight experience. Students arriving at Liberty without the FAA Private Pilot Certificate and seeking the Private Pilot Certificate through LUSOA 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 partial credit is granted for previous training outside LU for students not holding a Private Pilot Certificate.

Students requesting Prior Learning Assessment (PLA) credit may email eplus@liberty.edu to receive credit for certificates attained outside of LUSOA. Students holding a Private Pilot Certificate prior to attending Liberty University may be granted 12 academic credit hours for Private Ground and Flight (AVIA 210/215/220/225). 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. Private Pilot PLA does NOT impact R-ATP eligibility.

Completing the instrument rating and/or the commercial pilot certificate (includes both ground and flight courses) outside the FAA's Part 141-governed structure will negate a student's eligibility to qualify for the restricted Airline Transport Pilot (ATP) Certificate for a reduced minimum of 1,000 hours or 1,250 hours. See below for additional information regarding R-ATP.

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>

Flight course fees are tied to the applicable flight course. Students using GI Bill® to pay for flight course fees must monitor their MFT balance, especially near the end of the course. In some cases, due to additional training required, students will reach the maximum allowable balance prior to completing applicable course requirements.

In the event students require additional funding to complete the course, the student 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 GI Bill® funding.

Neither LU nor LUSOA will be responsible for any fees exceeding your allocated course fee.

Students who incur extra unpaid charges will not be permitted to register in further LU flight courses until the account balance is resolved.

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

- *FAA practical examination (\$600-\$1000+)*
- *Aviation Headset (varies \$250-\$1000)*
- *Aviation Books and Pilot Supplies (varies)*
- *MyFlightTrain (MFT) Software fees (varies)*

Access to Flight Course Fee Funds:

Students must be enrolled in a flight course to access course 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 course fee will be waived for the repeated course.

Funding in the Event of Failure Flight Courses

In the event of a failed flight class, remaining course 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.

During the 2019-2020 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 \$24,476.79 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 course fee amount per class.*

MHA (Monthly Housing Allowance)

Students using Department of Veterans Affairs (VA) benefits may contact the VA to determine MHA Eligibility and corresponding benefit amount.

9. 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. During the meetings, LUSOA leaders discuss important school information, present flight and

ground safety instruction, and recognize student achievements. The first meeting of each semester is typically held during the evening of the second day of classes.

9. Mentoring and Tutoring Program

The LU School of Aeronautics strives to build a strong mentoring culture to augment our learning environment. We strive to nurture this culture, in part, by pairing first year students with an upper-class student aviation mentor. 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 or Mentoring Faculty coordinator 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 announce tutoring opportunities during the semester using various forums. All students are welcome to participate in these tutoring sessions as desired. These sessions serve as a forum for collaboration, quizzing, and receiving answers to their questions.

11. Restricted ATP Information

FAA requirements to qualify for the **Airline Transport Pilot Certificate with Reduced Aeronautical Experience (R-ATP*)**. Pilots must exercise their individual responsibility of ownership for their education, their behavior, and their knowledge of the FAA requirements to qualify for the R-ATP.

At Liberty University, receipt of a Restricted Airline Transport Pilot (R-ATP) Certifying Statement is a privilege, not a right or entitlement; it must be earned in the determination of LUSOA.

In accordance with the Liberty University conduct codes (e.g., The Liberty Way), we in the School of Aeronautics, have a responsibility to uphold the moral and ethical standards of Liberty University and to personally confront those who do not meet those standards.

Those Liberty students who violate the Liberty University Code of Conduct and thereby do not demonstrate the FAA standard of “good moral character” are subject to forfeiting eligibility for receiving a Liberty University R-ATP Certifying Statement.

Examples of violations that may prevent issuance of a R-ATP certificate may include but are not limited to willful cheating, intentional plagiarism, assisting others in cheating, drug or alcohol offenses, criminal behavior, violation of the Liberty University honor

code, or other examples of misconduct or unethical behavior as determined by the LUSOA. The School of Aeronautics Dean is the final decision authority for eligibility determination and is not subject to appeal.

For complete FAA R-ATP guidelines refer to FAA AC 61-139 and FAR 61.160.

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

- Amendment #14:
 - Effective 4 Oct 2019, the LUSOA received additional authorization from the FAA (Amendment No. 14) updating the list of FAA approved aviation related coursework and FTAs.
 - Under Amendment No. 14 Liberty University now offers 109 FAA approved R-ATP academic credit hours.

***Note:**

- New FTAs are frequently being added to LUSOA’s growing list of approved training locations.
- Not all of the LUSOA FTAs are currently approved for the R-ATP.
- Future LOA amendments will include the new FTAs.

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 courses that are FAA recognized and approved.
3. For the **1250-hour R-ATP**: Complete 30 credit hours of aviation and aviation-related courses that are FAA recognized and approved.

Note:

Approved residential and **online** courses **can** be applied to satisfy the course requirement.

- a. **Prior Learning Assessment (PLA)** credits **cannot** be applied to satisfy

the course 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.
 - ii. To be listed under “Institution Credit” students must have been officially registered for and enrolled in the course for a grade.
 1. Auditing a course does not meet the requirement.
 - iii. 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).
 - iv. Students who complete the 14 CFR 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.
- b. 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.
- c. 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 14 CFR Part 141 pilot school associated with an institution of higher education.
 - a. Complete the required Instrument (AVIA 310) and Commercial (AVIA 315) ground training as part of an approved 14 CFR 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 14 CFR Part 141 curriculum at the LUSOA or at an approved 14 CFR 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 Instrument or Commercial flight training at one approved flight school and then transfers to another must start over and complete the **entire** approved TCO (Training Course Outline) flight training for certification.

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. **Prior to graduation, students should conduct a review of their records to ensure they have met all requirements.**
- b. 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. Graduates should make their request for the R-ATP Certifying Statement via their Liberty email address to:

- a. Professor Reichard at whreichard@liberty.edu
 - i. Non Liberty email addresses are marked “external” by Microsoft Outlook and may not be received.

Note: The normal processing time is 2-3 weeks.

ii. Graduates applying for a R-ATP should **not** wait until:

- 1. They have a scheduled airline class date
- 2. Building the appropriate amount of flight time

iii. The time required to process the R-ATP Certifying Certificate could actually delay your airline interview / class date.

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.

- a. Note:
 - i. Please do not ask for an unofficial audit of your R-ATP status.
 - ii. Due to legal liability reasons, we are unable to make an accurate determination of your R-ATP eligibility until all the required documents on the R-ATP applicant checklist have been submitted and reviewed.

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 Approval
- 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.
- * 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, AVIA 491 must be taken by residential students in the residential format).
- * 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.

Student: _____ Signature: _____
Course: _____ Semester/Year: _____ Professor: _____

- I understand the requirements for course acceptance and agree to abide by all applicable honor codes at Liberty University (e.g., the Liberty Way) and LUSOA standards as presented in the LU and SOA residential student handbooks. Violation(s) of the honor code may result in my restriction from flying and dismissal from my program.*
- I have read, understand, and agree to follow the Introduction, Registration, Flight Course Policy, Costs and Fees, Dress Code, and all other applicable policies.*
- 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, or engage in behavior that LUSOA determines unsafe, I understand I am subject to program restriction or dismissal.*
- I understand my responsibilities to request an INCOMPLETE grade as needed.*
- I will be on time for my flight course sessions and understand that my attendance to all sessions is required. Training resources are tightly scheduled for each 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 certify and agree that I hold a valid FAA pilot medical and understand my responsibilities and obligations to comply with FAR Part 67. I will be accountable for unsafe or illegal behavior that compromises safety, and I consent for LUSOA leaders to confirm, query, or report issues or concerns regarding my aeromedical status with FAA Medical Examiners, Flight Surgeons, or others, as well as to restrict my ability to fly until all safety concerns have been resolved to the satisfaction of LUSOA.*
- I support LUSOA's Just Culture and acknowledge I will be held accountable for misconduct and unethical behavior. I understand FAR 61.153c, where the FAA states: "To be eligible for an Airline Transport Pilot Certificate, a person must be of good moral character."*
- I have asked questions as necessary of my instructor and/or the cognizant LUSOA leader to clarify any areas of concern or confusion.*