

# ACADEMIC INFORMATION AND POLICIES - ONLINE PROGRAM

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## Semester Credit System

The University operates on the semester system. The unit for counting credit is the semester hour. A semester hour of credit consists of the

equivalent of one 50-minute period of class work for 15 weeks, with an assumption of two hours of outside preparation or two 50-minute periods of laboratory work for each semester hour. Online courses are equivalent to the number of classroom contact hours (750 minutes per credit hour) expected in a synchronous residential course.

## Full-Time vs. Part-Time

- Full-Time equals a minimum of 12 credit hours per semester.
- Half-Time equals 6 to 11 credit hours per semester.
- Less-than-Half-Time equals 1 to 5 credit hours per semester.

## Semester Load and Overload

To ensure students are successful in their academic endeavors, the University has placed a limit on the maximum number of semester hours students are able to take.

### Graduate, post-graduate, and doctoral students

- Master's-level graduate students are considered to be full-time when enrolled in nine or more hours per semester. Post-graduate and doctoral students are considered full-time with a semester load of six or more semester hours.
- Graduate, post-graduate, and doctoral students have a maximum semester limit of 15 hours.
- Graduate, post-graduate, and doctoral students must have a Liberty University cumulative GPA of 3.5 or above to be eligible for overload up to 18 hours and above a 3.5 to be eligible for overload up to 21 hours.

### Undergraduate students

- Undergraduate students are considered to be full-time with a semester load of 12 or more semester hours.
- Undergraduate students have a maximum semester limit of 18 hours.
- Undergraduate students must have a Liberty University cumulative GPA of 3.0 or above to be eligible for overload up to 21 credit hours, and a GPA of 3.5 or above to be eligible for overload up to 24 credit hours.

### All students

Students must seek permission to take more than the maximum hours in a semester and will be required to pay additional tuition for each credit hour they take over the maximum semester limit. Students may review potential overload charges by accessing this chart in the Academic Catalog or by contacting Student Financial Services to confirm the exact charges.

Certain degree programs may require a higher Liberty University cumulative GPA for approval.

Due to financial aid regulations, if students use their semester overload to take courses outside their degree completion plan requirements, they should be advised that this could cause issues with their financial aid. Students can check to see whether the course is required for their degree by reviewing the Degree Completion Plan Audit or by contacting their Academic Evaluator to confirm.

Students who want to request overload must secure permission from the Registrar's Office and may seek this approval by submitting a request at [www.liberty.edu/overload](http://www.liberty.edu/overload).

## Enrollment Verification

A student is enrolled when they are registered for a course and have attended the course and/or completed academic work for the course after its start date. For enrollment verification purposes, the University policy can be viewed in the Policy Directory.

## Certificate Enrolled Students

Certificate students are required to abide by some of the same policies as Undergraduate degree seeking students. These policies include: academic standing, change of major, course registration, class attendance, drop and withdrawal processes, Repeat Policy, broken enrollment, academic and personal codes of honor, incompletes, recording of grades and the grade appeal process, FERPA, and Academic Transcript processes. Those policies that do not pertain to the certificate seeking student will be noted in the following sections.

## Student Classification

The classification of students at Liberty is based on their degree level and number of earned semester hours.

Classification	Semester Hours Earned
Freshman	0–23.99
Sophomore	24.00–47.99
Junior	48.00–71.99
Senior	72.00—and above

## Grades, Quality Points, and Grade Point Average (GPA)

All work is graded by letters, which are assigned quality points as indicated below:

Grade	Meaning	Quality Points Per Semester Hour
A	Excellent	4
AU	Audit	0
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FN	Failure for Non-Attendance	0
NF	Failure for Non-Attendance - Pass/Fail Courses	0
I	Incomplete	0
IP	In Progress	0
NP	Did Not Pass	0
P	Pass	0
Q	Academic Amnesty	0
R <sup>1</sup>	Course Repeated	0
W	Withdrew	0

<sup>1</sup> "R" is no longer an active option for a grade. Please see the Undergraduate Repeat Policy section for the current policy.

A student's cumulative GPA comprises all coursework completed at the current academic level (Undergraduate, Graduate, Doctoral, etc.) regardless of prior degree conferral, broken enrollment or a program/major change. To determine the grade point average (GPA), the quality points earned are divided by the semester hours attempted (quality hours). Only courses taken at Liberty are used in computing the GPA. Only grades of A, B, C, D, F, and FN are used in the calculation of the GPA. Cumulative GPA is calculated to the hundredths place, and is not rounded.

## Dean's List

Undergraduate associate and bachelor level students who earn 12 or more GPA hours with a term GPA of 3.50 or above are placed on the Dean's List. This does not apply for certificate level students.

## Computer Competency

Students are expected to have adequate experience in computer applications such as word processing, spreadsheets, database, Internet research, media presentations, and email communication. Undergraduate students lacking such experience should register for INFT 110 Computer Concepts and Applications (3 c.h.), in their first semester.

## Course Planning

A course planning schedule is provided in order for students to plan their classes for upcoming semesters. The planning schedule presents every class offered and the terms where it is scheduled to be taught. This schedule is sorted alphabetically by class. The course planning schedule is available online at: <https://www.liberty.edu/registrar/course-planning-schedule/>.

## Transfer of Credits

Normally courses and degrees from regionally accredited institutions or those nationally accredited by accrediting agencies recognized by the U.S. Department of Education (e.g., SACSCOC, TRACS, ABHE, etc.) will be evaluated for transfer of credit. However, on a limited basis Liberty does accept transfer credit via experiential learning, advanced placement and professional certificates from unaccredited institutions under certain terms and conditions established by Committee on Academic and Admissions Standards. Credit earned through this process will not be counted toward the required minimum of 25% of the major and minimum of 25% of the credit hours that must be completed through Liberty University for a bachelor's degree. Also, credit earned through the portfolio process or professional certificate evaluation cannot exceed 30 credit hours. Applicants must request that official transcripts be sent directly from the Registrar(s) of the previous school(s) to the Registrar's Office at Liberty University. These transcripts must be received before an admission decision will be made.

Credit will be accepted for those courses that are undergraduate level in which applicants have made a grade of C- or better. Transfer credit will be awarded grades of P and will not be used in computing the Liberty GPA. Transcripts are evaluated under the guidelines established by the Senate Committee on Academic and Admissions Standards. Internships, capstone courses, special topics, remedial courses, workshops, seminars, independent studies, and varsity courses are not transferable. Students

may appeal their transfer evaluation via the LU Transfer Suite with a course description or course syllabus.

In order to receive direct credit for a course, the description must overlap the Liberty University course content at least 60%. Courses that do not match a Liberty University course by at least 60% are eligible to transfer as elective credit where allowable. Elective credit is coded as 1XX – 4XX, depending on the level of the course.

At any point prior to degree conferral, students may petition to have courses that are listed as electives substitute for required courses by using the Course Substitution form. Additionally, duplicated or repeated institutional and/or transfer credit will only be counted once toward total earned credit hours, unless courses are deemed repeatable.

### International Transfer Credit

The evaluation of international transfer credit requires students to submit a translated official transcript. Course descriptions are typically required to determine direct transfer credit.

International transfer credit is accepted only from an institution recognized by the government of the country in which the institution is located.

Foreign students are encouraged and sometimes required to use foreign credential evaluation services such as World Education Services ([www.wes.org](http://www.wes.org)) to have their transcripts validated and evaluated before sending them to Liberty University. A credential evaluation service must be a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) before it can be accepted at Liberty University.

### Credit by Examination

Liberty University offers students the opportunity to receive academic credit toward their undergraduate degrees through testing. Credit may be earned through the Advanced Placement, CLEP, ICE, DSST, Excelsior and Federal Aviation Administration programs. The items listed above, and the following credit by examination options, are not applicable to certificate-seeking students. For more information please visit: <https://www.liberty.edu/registrar/credit-by-exam-or-test/>.

#### Advanced Placement (AP)

Students who receive a required score on the College Board Advanced Placement examinations will be awarded academic credit toward an undergraduate degree. Credit will be awarded only in those areas applicable to the Liberty curriculum. For more information, or to see a list of accepted AP exams, please visit our website at <https://www.liberty.edu/registrar/credit-by-exam-or-test/ap-exams/>.

#### College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP), sponsored by The College Board, offers a unique opportunity to gain college credit for knowledge that a student has acquired. The program includes several tests covering a variety of subjects. Students who meet or exceed the Liberty University minimum score will receive the corresponding credit. Students may take the CLEP exam at a local testing center in their area. Students can find an approved testing center by checking [www.collegeboard.com/clep](http://www.collegeboard.com/clep). Upon completion of the CLEP exam, students should request the official scores to be sent directly to Liberty University for evaluation. For a list of acceptable CLEP exams, please see the Accepted CLEP Exams on the LU website.

### DANTES Subject Standardized Tests (DSSTs)

Undergraduate college credit may be earned through the DANTES Subject Standardized Tests (DSSTs) program, which is administered by Educational Testing Services (ETS) in conjunction with DANTES. Examinations are available to both military personnel and civilians. Students may find an approved testing center and view fact sheets for various tests that are offered at [www.getcollegedcredit.com](http://www.getcollegedcredit.com). A complete list of accepted exams, course equivalency and the minimum required score is available at <https://www.liberty.edu/registrar/credit-by-exam-or-test/dantes/>.

### Excelsior College Exam Credit

Excelsior College exams are approved for credit in the Liberty University Online program. Undergraduate college credit may be earned through Excelsior College Exams. For a list of acceptable Excelsior College Exams, visit <https://www.liberty.edu/registrar/credit-by-exam-or-test/excelsior-uexcel/>.

For further information on earning credit through Excelsior exams, go to: <https://www.excelsior.edu/start-with-more-credit/transfer-more-credits/>.

### Experiential Learning Credit

Credit may be granted to students who demonstrate that they have already acquired course knowledge through life experiences such as job training, non-college courses, etc., for the degree program in which they are enrolled.

There are some courses that will not be admitted, such as COMS 101 Speech Communication (3 c.h.), GOVT 200 Constitutional Government and Free Enterprise (3 c.h.), internship courses, capstone courses, as well as other courses not approved by academic departments. Please note that submission of documentation for life experience or submission of a portfolio does not guarantee that credit will be awarded.

A separate portfolio for each course petitioned is required. An administrative fee of \$100 will be charged for each portfolio submitted for assessment. Please note that credit earned through the portfolio process, certificates of completion, and/or training documentation will be limited to a combined maximum of 30 hours.

Each portfolio must define learning in terms of college-level competencies for specific course credit. All documentation submitted in portfolios will remain in the student's personal file at the University.

Students may submit portfolios and/or experiential-learning documentation no later than the semester before they are to graduate. Credit earned through this process is considered transfer credit will not be counted toward the required minimum number of credit hours that must be completed through Liberty University. Further information may be found online at <http://www.liberty.edu/online/experienceplus/>.

### Institutional Challenge Examinations (ICE)

Institutional Challenge Examinations (ICE) are available to students in the Rawlings School of Divinity who possess a satisfactory justification of previous knowledge in a subject area based upon a non-college training program, job, or self-learning. Through ICE, students have the opportunity to earn credit toward their chosen degree program. For more information about ICE, including courses that may be challenged, and to complete the ICE Request Form, visit <https://www.liberty.edu/registrar/credit-by-exam-or-test/ice/>.

## Military Evaluations

Liberty University will evaluate students' prior military experience and develop a degree plan for each student to follow. Evaluations will be based solely upon the recommendations of the American Council of Education (ACE) guidebook, *A Guide to the Evaluation of Educational Experiences in the Armed Services*. Military applicants should send in military transcripts or documentation from their particular branch of service. If those documents are unavailable, applicants should submit a copy of their DD214, 2-1, 2A, or DD295 for evaluation.

## Credit for Seminars

As part of the "action-oriented" curriculum at Liberty, certain seminars and travel opportunities are offered for academic credit. Students who wish to obtain credit for such activities must receive prior approval from the Registrar.

## Outgoing Transfer Credit

Transferability of credit earned through Liberty University is at the discretion of the receiving institution.

## Coursework at Other Institutions While Enrolled at Liberty

Prior to registering for any course at another institution, students must submit a Future Course Request Form to guarantee transferability. The online form can be found on the Registrar's Office webpage at <https://apex.liberty.edu/apex/banprd/f?p=189:1:104591628190395>.

## Change of Certificate

Liberty University Online students select their certificate of study when they apply. If a student decides to change the certificate he/she is seeking, the online student must contact the Academic Advising Department and request to change his/her certificate of study via phone or Liberty University webmail account. All requests for a change of certificate will be effective the following full term of enrollment.

## Change of Major

Major changes become effective for the semester following their request. All requests for a change of major will be processed by the Registrar's Office upon receipt, and will be effective the following full term of enrollment.

Changes to the major or minor will not be permitted once the student is in final courses for the current semester and the Degree Completion Application is on file. The Registrar's Office will process the conferral of a degree once all degree requirements have been met, including the minimum GPA requirement and Degree Completion Application. Additionally, any student seeking a double major, multiple cognates, or a dual degree is required to complete all requirements for both majors/degrees and all cognates before their degree will be conferred.

**Residential students:** The process for changing/declaring a major can be found by visiting the Registrar's Office, accessing <https://www.liberty.edu/registrar/change-of-major-or-minor/>, or by calling (434) 592-5100.

**Online students:** The process for changing/declaring a major can be found by accessing <https://www.liberty.edu/registrar/change-of-major-or-minor/>, or by calling LUO Academic Advising.

## Double Majors

Students pursuing an associate's or bachelor's degree who wish to complete a double major or a dual degree must contact the Academic Advising Department and declare the double major or dual degree via phone or their Liberty University webmail account. Students seeking a double major or a dual degree are required to complete all requirements for both majors/degrees before their degree will be conferred.

Students pursuing a certificate may not pursue more than one certificate at a time.

Students who wish to complete a bachelor's degree with a double major (BEd/BEEd, BS/BS or BSN/BSN) or a dual degree (any two-degree combination of BEd, BFA, BS or BSN) must have at least 30 unique hours within the major of the first or second degree.

Students who wish to complete an associate's degree with a double major (AA/AA) or a dual degree (AA and AAS, AA and AS, or AAS and AS) must have at least 15 unique hours within the major of the first or second degree.

The General Education/Core Competency Requirements may be shared if they are the same. However, if any requirements are different, the student must fulfill the higher of the two requirements.

The requirements from one major may be used as electives for the second major, and vice versa. At least 25% of the course work in each major must be earned at Liberty University, unless otherwise noted on the Degree Completion Plan.

Requests to add or remove a second major or dual degree will be processed by the Registrar's Office upon receipt and will be effective the following full term of enrollment. However, changes to a secondary major/degree will not be permitted once the student is in final courses for the current semester and the Degree Completion Application is on file.

Note: Students who are pursuing a dual degree (BS-MPH or BSN-MSN) must pursue only the dual degree and are unable to request a double major.

## Returning to Liberty University for a Second Degree

Students with an associate's degree who wish to pursue a second associate's degree must successfully complete at least 15 additional hours through Liberty University, and there must be at least 15 unique hours within the major of the first or second degree. Note: The 15 additional hours may also count toward the unique hours.

Students with a bachelor's degree who wish to pursue an associate's degree must successfully complete at least 15 additional hours through Liberty University, and there must be at least 15 unique hours within the major of the first or second degree. Note: The 15 additional hours may also count toward the unique hours.

Students with a bachelor's degree who wish to pursue a second bachelor's degree must successfully complete at least 30 additional hours through Liberty University, and there must be at least 30 unique hours within the major of the first or second degree. Note: The 30 additional hours may also count toward the unique hours.



## Duplicate Credit

In the event that a student earns credit for the same course more than one time, whether at Liberty, at another college, or through standardized testing, that course/credit may only count one time toward the completion of his/her degree.

## Certificate to Another Certificate or Degree-Seeking Program

Online certificate students who would like to either earn another certificate after completing one certificate or move onto a degree-seeking program upon completion of the certificate must contact Liberty University Online Admissions to apply for readmission to another certificate or degree-seeking program. All courses taken within the undergraduate certificate will transfer directly into the new undergraduate certificate or degree program, only if applicable. Students must have at least one outstanding course requirement for the new certificate in order to gain acceptance into that program. Completion of that requirement and all other certificate requirements must be successfully met before the new certificate is awarded.

If a student chooses not to finish the undergraduate certificate and switch to a degree-seeking program, a new application must be submitted and accepted in order to proceed to a degree-seeking program. Upon acceptance to the new program, the previously earned courses will only apply to that new program if the courses meet the grade and GPA requirements necessary for that certificate or degree program.

## Certificate Completion Plan (CCP) Audit

The Certificate Completion Plan (CCP) Audit (found under Degree Completion Plan Audit via ASIST) provides real-time advice and counsel, making it possible for students to track progress towards certificate completion at their convenience. It also enables students to immediately view how their credits will apply towards a different program. PDF versions of all CCPs are available online.

## Degree Completion Plan (DCP) Audit

The Degree Completion Plan (DCP) Audit (found under Degree Completion Plan Audit via ASIST) provides real-time advice and counsel, making it possible for students to track progress towards degree completion at their convenience. It also enables students to immediately view how their credits will apply towards a different program. Degree completion plans outlining the program of study and other requirements for each degree program are available online at <http://www.liberty.edu/dcps>.

## Military Degree Plans

Liberty University offers academic benefits on the Degree Completion Plan to undergraduate military students, including current service members, veterans with honorary/general discharge, and military spouses of service members or veterans **as defined by Liberty University**. The academic benefits offered include:

- Up to 75% of degree requirements may be accepted as transfer credit
- A minimum of one course in the major is required to be taken at Liberty University
- No final year or final semester residency requirement

Students must verify their military status by submitting acceptable military documentation to the Office of Military Affairs to confirm eligibility for these benefits. Once approved, the degree requirements will

be updated automatically on the Degree Completion Plan. Students may view their Degree Completion Plan Audit via Course Registration in ASIST.

Students using military Tuition Assistance (TA) may be required to submit an official signed degree plan to their Education Office to confirm course eligibility for TA funds. Students may request an official signed degree plan by emailing [mildcp@liberty.edu](mailto:mildcp@liberty.edu). All official transcripts must be submitted and the student must be officially accepted to his/her degree program before this signed degree plan can be issued.

## General Education Requirements for Out-of-State Students

In addition to Liberty University's general education requirements, distance education students may also be required to fulfill additional requirements set by their home states. Specific Degree Completion Plans for each state whose requirements differ are available from Liberty University Online Advising. This does not apply for certificate seeking students.

## Important Information Regarding Internships and Clinical Placements

Students who are pursuing degrees leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their Liberty University program should be aware that their host facility may require a criminal background check, fingerprinting, or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. Although the university will make reasonable efforts to place admitted students in field experiences and internship, it will be up to the host facility to determine whether a student will be allowed to work at that facility.

Students should further be aware that a criminal record may jeopardize licensure by the State certification body. Students seeking licensure are urged to contact the relevant licensing agency to determine the licensing requirements for the jurisdiction. Successful completion of a program of study at Liberty University does not guarantee licensure, certification, or employment in the relevant occupation.

## Minors

Students at Liberty University are not required to complete a minor. Those who wish to declare a minor, however, are encouraged to meet with their professional advisor to review the requirements for that minor. A minor on the student's transcript indicates the completion of a block of courses that academic departments have specified as meeting the requirements of their minor.

Consequently, since the selection of a minor is not a graduation requirement for any major at Liberty, students may use courses required for any given major to also count toward a minor if such courses are required for the minor. Students must earn a "C" or higher in all upper level courses in their chosen minor. At least 25% of the course work must be earned at Liberty University. Minors are not applicable for associate level or certificate seeking students.

Requests to add or remove a minor will be processed by the Registrar's Office upon receipt, and will be effective the following full term of enrollment. However, changes to the minor will not be permitted once

the student is in final courses for the current semester and the Degree Completion Application is on file.

## Special Student Registration

1. Prospective students must apply as a Special Student and receive confirmation of acceptance.
2. Special Students may not accumulate more than 12 credit hours under this status.
3. Special students will follow the same registration rules and procedures as degree-seeking students.
4. Students who have been Academically Dismissed are not eligible to return to Liberty under the Special Student category.

## Online Course Registration, Activation, and Completion Dates

**Online students** may register for courses online via the Course Registration Tool at the following link: <https://www.liberty.edu/registrar/course-registration/>. A student's enrollment period (course activation) begins the first day of the sub-term, provided the student is in good academic standing and has paid the tuition or secured financial aid approval. Students are encouraged to allow sufficient time to review their course materials before the beginning of the sub-term. See the University calendar for sub-term dates.

The full policy statement and procedures are published in the Policy Directory.

## Online Class Attendance

Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a sub-term by submitting an assignment that can receive a grade (such as the Course Requirements Checklist, an examination, written paper or project, or other academic activity) will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options.

The student alone assumes responsibility for course work missed from non-attendance. A student who presents the instructor with an adequate and documented reason for absence may be given an opportunity to make up the work missed. Military students who have received advanced notification orders are required to provide documentation for their military-related absence two weeks prior to the absence when feasible; however, students should turn-in documentation as soon as the orders are received. Whenever possible, students are required to be proactive by turning in pre-assigned coursework before their military-related absence begins. In the event of a short notice military obligation (e.g. State Active Duty, emergency mobilization, rescheduled training assembly, etc.), students must notify faculty members as soon as possible. Faculty are encouraged to provide students with alternative deadlines if military obligations predicate the need for short-term absences in online courses. Students are subject to unofficial withdrawals for extended absences.

## Class Cancellation Policy

From time to time, it may be necessary to cancel a class because of insufficient enrollment or other extenuating circumstances. The decision for such a cancellation is ultimately that of the Provost of the University. The full policy and procedures are published in the Policy Directory.

## Late Assignment Policy for Online Courses

Course assignments, including discussion boards, exams, and other graded assignments, should be submitted on time.

If the student is unable to complete an assignment on time, he/she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive up to a 10% deduction.
2. Assignments submitted more than one week and less than two weeks late will receive up to a 20% deduction.
3. Assignments submitted two weeks late or more or after the final date of the class will not be accepted outside of special circumstances (e.g., death in the family, significant personal health issues), which will be reviewed on a case-by-case basis by the instructor.
4. Group projects, including group discussion board threads and/or replies, and assignments will not be accepted after the due date outside of special circumstances (e.g., death in the family, significant personal health issues) will be reviewed on a case-by-case basis by the instructor.

## Independent Study / Directed Research

A request for an independent study or directed research course will need to be initiated in the Independent Study and Directed Research Form prior to the semester or sub-term the student will be taking the course. Once the form is submitted it will be sent to the department chair, followed by the dean, and lastly the Office of the Provost for approval. If all three parties approve, the request will be sent to the Registrar's office to create the approved course and proceed with registration, provided there are no holds or errors that prevent it. Once the course is registered, all standard registration policies will apply.

Students are responsible to verify their registrations are degree-required. If all degree requirements have been met, the student's degree will be conferred.

Students should contact the academic department that oversees their degree program to determine whether completing a course via an independent study or directed research would be the best option for them.

More information can be found at the following link: <https://www.liberty.edu/registrar/independent-study-directed-research-courses/>.

## Course Audits

Students who wish to audit an online course may do so for a fee (see Expenses and Financial Policy section). Audit fees are not covered in block-rate tuition, and audited courses will not be used to determine full- or part-time status. Auditors will not be expected to take quizzes or examinations. A grade of AU will be recorded on the auditor's permanent record.

Audited courses will not count toward graduation requirements.

## Resident Students

Course audits may not be added via the Course Registration Tool, but must be requested in person at the Registrar's Office. Requests to audit

a residential course will only be accepted during add/drop week (or the week before the start of a summer term for summer courses). Audit requests for residential courses will be processed and added on the last day of the add/drop period, pending seat availability. A student wishing to change from credit to audit status for a course may only do so until the last day of the add/drop period. Requests to change to or from audit status after the add/drop period will be denied. Lecture-only courses may be audited. Courses considered lecture/lab, labs, private instruction, etc. may not be audited.

## Online Students

Course audits may not be added via the Course Registration Tool, but must be requested by emailing the Registrar's Office at registrar@liberty.edu. Requests to audit an online course will only be accepted during the registration timeframes before a term starts. Audit requests for online courses will be processed and added, pending availability. A student wishing to change from credit to audit status for a course may only do so until the last day of the registration deadline. Requests to change to or from audit status after the registration deadline will be denied. Courses considered lecture/lab, labs, private instruction, etc. may not be audited.

## Course Substitutions

A Course Substitution request may be made when a student wishes to substitute one course for another required course when a clear relationship exists between the two. This request may also be used when an academic department approves a complete replacement for a Liberty course requirement. Students requesting these exceptions must submit a "Course Substitution Request" through the Transfer Suite portal for review. Approval of the course substitution is under the oversight of the Registrar's Office and the academic department presiding over the required course. Please note that an approved substitution will apply toward the degree requirement(s), but will not change the course number on the student's transcript. Changing programs or breaking enrollment may invalidate the request.

## Dropping/Adding Courses

**Online students** may drop a course for a full refund, any time prior to the sub-term start date. The full policy statement and procedures are published in the Policy Directory.

## Definition of Attendance

In an effort to comply with U.S. Department of Education policies, attendance is measured by any submission of a graded assignment within the enrollment dates of the course (such as examinations, written papers or projects, etc.) or initiating any communication with one's professor regarding a question related to the academic subject studied in the course. Below are examples of academic activity:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting a graded academic assignment (in Learning Management System or disparate system).
- Taking an exam.
- Taking a required interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the school.
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Beginning on the first day of the sub-term through the last day of the sub-term, students who have begun attending a course may withdraw with a grade of "W" and receive a pro-rated tuition credit based on the date of the withdrawal and attendance in the course.

**Remember: Any change in status (e.g., from full-time to part-time, etc.) may cause the reduction or cancellation of your financial aid award. In other words, your out-of-pocket expenses may increase.**

## Withdrawal from Liberty

### Liberty University Online Withdrawal

**Online students** withdrawing from the University must contact the Liberty University Online Academic Advising Department via the student's Liberty University webmail account or by phone to start the process. The full policy statement and procedures are published in the Policy Directory.

### Online Program Unofficial Withdrawals

In accordance with Title IV regulations which require that universities have a mechanism in place for determining whether or not a student who began a course and received or could have received a disbursement of Title IV funds unofficially withdrew, the University has established a procedure for students enrolled in courses. This procedure is used to determine if students are progressing toward the completion of their courses. The full policy statement and procedures are published in the Policy Directory.

### Unofficial Withdrawal for Non-Attendance Appeal Process

Students who receive a grade of "FN" may appeal to their professor to have the grade removed to resume work in the course. All professors have the right to approve or deny FN appeals at their own discretion. The full policy statement and procedures are published in the Policy Directory.

### Illinois Residents

Withdrawals for students with Illinois residency status suffering documented significant financial or physical hardship will be processed in accordance with the standard withdrawal refund schedule outlined in the academic catalog under the respective "Expenses & Financial Policy" sections. LU Student Accounts will waive the \$50 withdrawal fee for all physical/financial withdrawal students with an Illinois address to the extent required by applicable law. Students dissatisfied with the result of the University's decision regarding withdrawals may submit an appeal, accompanied by supporting physical or financial hardship documentation or information to the University Ombudsman (residential students) or the Liberty University Online Student Advocate Office (online students) via the student complaint form (Beacon).

## Undergraduate Repeat Policy

The *Liberty University Undergraduate Repeat Policy* is designed to assist undergraduate students in raising their cumulative grade point average by repeating courses in which they previously performed unsatisfactorily and by removing the previous grade from the GPA calculation. The Undergraduate Repeat Policy is applied for degree-seeking, special (aka non-degree-seeking), and certificate-seeking students.

Undergraduate students are subject to the following conditions:

1. When an undergraduate course is successfully repeated<sup>1</sup>, the Undergraduate Repeat Policy will automatically be applied, all earned grades will remain visible on the student's permanent record, and the highest grade earned will be the only grade to count toward the

student's GPA. The Registrar's Office will automatically apply the Undergraduate Repeat Policy at the end of each semester<sup>2</sup>, including the summer semester, to all eligible courses.

2. On the student's transcript, the letter "E" will follow the lower grade(s) to indicate that the grade has been "excluded" from the GPA. The letter "I" will follow the higher grade to indicate that the grade has been "included" in the student's GPA. The grades which have been excluded from the GPA calculation will not count toward GPA hours or hours earned, but will remain on the student's record as attempted hours. Consultation by the student with the Financial Aid office may be needed to determine how the Repeat Policy will affect the student's Satisfactory Academic Progress.
3. There is no limit on the number of different courses or retakes in which the Undergraduate Repeat Policy may be applied. However, there may be a limited number of times that Federal Financial Aid will pay for a course taken and passed (grade of "D" or higher). It would be wise to consult with a Financial Aid counselor if there are any questions about this.
4. The Undergraduate Repeat Policy will only be used on Liberty University courses that have been repeated at Liberty University. No transfer credit or credit earned through institutional or standardized testing may be used in the Undergraduate Repeat Policy.
5. The Undergraduate Repeat Policy will only be applied when the same course number/title is retaken, unless there has been a university approved course number/title change and the department confirms that the courses are the same. Course replacements/substitutions are not eligible for the Undergraduate Repeat Policy.
6. Undergraduate courses in which a grade of B, C, D, F, FN, P, NP was awarded are *eligible* for the Undergraduate Repeat Policy. Courses which are *not eligible* for the Undergraduate Repeat Policy are: zero-credit courses, CSERs, and courses with grades of AU (audit), I, M, Q, R, W, WF, X, and Z, or those courses failed due to academic dishonesty. Also, courses that are designed as repeatable courses within certain majors will not have the Undergraduate Repeat Policy applied automatically.
7. Activation of the Undergraduate Repeat Policy for a prior semester will not affect the academic standing or dean's list award for that semester. Academic standing or dean's list in a prior semester can only be changed as a result of an approved grade change.
8. Once a student has a conferred degree, the Undergraduate Repeat Policy may not be used on a course taken prior to degree conferral to improve the cumulative GPA which was recorded at the time of degree conferral. The repeat of a course after degree conferral could, however, be used to improve the student's overall Undergraduate GPA at Liberty.

<sup>1</sup> Final grade has been earned and posted

<sup>2</sup> Including sub-terms

## Break in Enrollment

A break in enrollment occurs when a student has not actively taken a class within one full academic year. The academic year begins with start of the fall semester and ends with the conclusion of the summer term.

**Students who break enrollment must apply for readmission and will be required to follow the degree requirements in effect at the time of re-entry to the University.**

Any military students wishing to be readmitted who broke enrollment due to deployment must contact the Office of Military Affairs.

## Academic Standing

### Warning/Probation/Suspension/Dismissal

Students must maintain satisfactory academic standing in order to remain at Liberty. Satisfactory academic standing for students enrolled in an undergraduate programs is:

Level	Minimum GPA
1 (0–23.99 hours)	1.50
2 (24–47.99 hours)	1.65
3 (48–71.99 hours)	1.85
4 (72 or more hours)	2.00

Academic Standing is calculated at the end of each Fall and Spring term, or upon completion of all courses within those terms, and is based on the student's cumulative GPA. At the discretion of the Registrar's Office, a student may have his/her standing updated to good standing after completion of all courses in the Summer term. When academic standing is updated, students on Academic Warning, Probation, Suspension, and Dismissal will be sent a notification by the Registrar's Office.

Any University organization that has students who represent Liberty University in activities that involve student traveling (exclusive of one-time missions exposure trips) must first provide a list of students on the team to the Registrar to verify if the students are in good academic standing. Students who are not in good academic standing are prohibited from traveling.

### Academic Warning

**Resident** students failing to attain and maintain the minimum GPA required are placed on **Academic Warning**. During the next term, these students are limited to a 12-14-semester-hour course load, are required to take ASCS 101 Theory for Academic Success (1 c.h.) or ASCS 105 Accountability for Academic Success (1 c.h.), and may not represent the University on any team without approval from the appropriate committee. A student may not drop or withdraw from the ASCS course without permission from the Academic Success Center.

**Online** students failing to attain and maintain the minimum GPA required are placed on **Academic Warning**. During the next term, these students should plan to limit enrollment to a 13-semester-hour course load and may be required to take ASCS 101 Theory for Academic Success (1 c.h.).

### Academic Probation

At the end of the term on Academic Warning, students who fail to raise their cumulative GPA to the required academic level (see above) are placed on **Academic Probation**.

Additionally, students who are enrolled full-time and fail all courses will be placed on **Academic Probation**, unless they were previously on Academic Probation or Academic Suspension. Students who are enrolled full-time and fail all courses while on Academic Probation or Suspension will progress to the next academic standing level.

**Resident** students on Academic Probation are required to sign an academic plan from CASAS indicating the grades necessary to remove Probation status. During the next term of attendance, undergraduate students are limited to a 12-14-semester-hour course load, are required to take ASCS 101 Theory for Academic Success (1 c.h.) or ASCS 105



Accountability for Academic Success (1 c.h.), and may not represent the University on any team without approval from the appropriate committee. A student may not drop or withdraw from the ASCS course without permission from the Academic Success Center.

**Online** students on **Academic Probation** should plan to limit enrollment to a 13-semester-hour course load during the next term of attendance and may be required to take ASCS 101 Theory for Academic Success (1 c.h.).

## Academic Suspension

At the end of the term on Academic Probation, students who fail to raise their cumulative GPA to the required academic level (see above) are placed on **Academic Suspension**. Students who desire to return to Liberty in the future must appeal to the Registrar's Office in writing through the designated portal. Students should not expect automatic readmission after serving a period of Suspension.

For **Resident** students whose appeals to return are approved, the Registrar's Office/CASAS will determine a plan that will prepare the students for a successful re-entry to Liberty. These students are required to sign an academic plan indicating the grades necessary to remove the Academic Suspension status. During the next term of attendance, these students are limited to a 12-14-semester-hour course load, are required to take ASCS 101 Theory for Academic Success (1 c.h.) or ASCS 105 Accountability for Academic Success (1 c.h.) and may not represent the University on any team without approval from the appropriate committee. A student may not drop or withdraw from the ASCS course without permission from the Academic Success Center.

For **Online** students whose appeals to return are approved, the Registrar's Office will review the appeal, and if it is approved, an Academic Contract will be formulated. The student must agree in writing to abide by the terms of the contract before being permitted to register for courses. If a student is a re-applicant to Liberty University Online, the student must agree in writing to abide by the terms of the contract prior to being approved for re-admission.

If any **Resident** or **Online** student is denied to return under a contract, he/she will not be permitted to submit a new appeal until he/she has been away from Liberty for a minimum of two academic years.

## Academic Dismissal

Students who are readmitted to Liberty after serving a period of suspension and who fail to raise their cumulative GPA to the required academic level (see above) by the end of the term will be **Academically Dismissed** and will not be allowed to appeal to return to Liberty until a period of at least two academic years has passed.

## Academic Amnesty

Approval for readmission under Academic Amnesty must be granted by the Office of the Provost. In order to qualify for Academic Amnesty, a student must have been academically suspended or academically dismissed from the University, as well as must satisfy the subsequent guidelines for readmission.

1. Not enrolled at the University for a period of two (2) years. For example, if the student's last enrollment was in the Fall 2023 term, he/she would not be eligible to appeal for Academic Amnesty until **after** the Fall 2025 term.
2. A student seeking readmission under Academic Amnesty must first appeal in writing to the Registrar's Office through the designated portal. The request must be stated clearly and contain:

- a. the reason for the request, and
  - b. efforts made to improve during absence from Liberty.
3. Corroboration may be requested of the student (e.g., transcripts from other institutions, certificates, awards, etc.).
  4. Students who were Academically Dismissed because of academic dishonesty are not eligible for Academic Amnesty.

The Registrar's Office, upon receiving the written request, must receive approval from Community Life, Student Financial Services, and the Office of the Provost before readmission will be granted.

If approved for Academic Amnesty, the student will be readmitted under the following provisions:

1. Previously earned grades of "A," "B," and "C" will remain on the student's record and will calculate into his or her GPA. As determined by the Office of the Provost, grades of "D" and "F" are revised to "Q."
2. Students who have been granted Academic Amnesty are not eligible for graduation honors.
3. If any prior certificate or degree has been awarded through Liberty University, grades earned during that time period cannot be excluded when Academic Amnesty is applied. All grades earned toward a previously awarded certificate or conferred degree will remain on the student's transcript.
4. All previously assigned academic standings will not change and will remain part of the student's academic records for the respective terms for which they were earned.
5. If, after the first term of enrollment following readmission under Academic Amnesty, the student's cumulative GPA falls below the minimum required for good academic standing in the student's degree program, the student will be Academically Dismissed, and will not be permitted to submit any further appeals for permission to continue his/her studies through Liberty University.

## Liberty University Online Code of Honor

**Certificate, Undergraduate, and Graduate Students**

### Academic and Personal Code of Honor

Liberty University comprises a network of students, Alumni, faculty, staff and supporters that together form a Christian community based upon the truth of the Bible. This truth defines our foundational principles, from our Doctrinal Statement to the Code of Honor. These principles irrevocably align Liberty University's operational procedures with the long tradition of university culture, which remains distinctively Christian, designed to preserve and advance truth. Our desire is to create a safe, comfortable environment within our community of learning, and we extend our academic and spiritual resources to all of our students with the goal of fostering academic maturity, spiritual growth and character development.

Communities are predicated on shared values and goals. The Code of Honor, an expression of the values from which our Doctrinal Statement was born, defines the fundamental principles by which our community exists. At the core of this code lie two essential concepts: a belief in the significance of all individuals, and a reliance on the existence of objective truth.

While we acknowledge that some may disagree with various elements of the Code of Honor, we maintain the expectation that our students will commit to respect and uphold the Code while enrolled at Liberty University. Adherence to the principles and concepts established within

facilitates the success of our students and strengthens the Liberty community.

The Code of Honor can be viewed in its entirety online at <https://www.liberty.edu/students/community-life/graduate-and-online-students/>.

## Incompletes

Students who are unable to complete coursework by the last day of class due to unavoidable circumstances such as personal illness/injury or family emergencies may appeal to their instructor for a temporary course grade of "I" (Incomplete). The authority for the decision to grant an incomplete completely lies with the instructor. Denial of the request for an incomplete may include, but is not limited to, the student's inability to earn a passing grade with completion of the remaining requirements, as well as an insufficient reason for the request. Students must initiate the request for an incomplete directly to the instructor by the last day of class (before the final exam period for residential classes).

The instructor will establish a new deadline for the completion of the remaining coursework, based on the circumstances. The instructor may grant up to two weeks beyond the last day of the term (or sub-term for Liberty University Online courses) for non-medical circumstances and up to four weeks beyond the last day of the term (or sub-term for Liberty University Online courses) for personal medical circumstances.

For extreme personal medical circumstances, a maximum of eight weeks for Liberty University Online courses and 16 weeks for residential courses may be given as long as sufficient medical documentation (from a medical professional) is presented along with the request. However, while the decision to grant an extended incomplete remains with the instructor, the request and medical documentation needs to be submitted to the Registrar's Office. The instructor will be responsible to communicate the remaining requirements, as well as the extended deadline, to the student.

The instructor will post a final grade within two weeks from the deadline established for the incomplete. If a final grade is not posted within two weeks of the deadline, a grade of "F" will be posted by the Registrar's Office. A grade of "I" can be changed to a withdrawal as long as the withdrawal is requested by the student within official course dates.

The GPA is unaffected by the incomplete until a final grade is posted after the deadline. However, grades of "I" will count as hours attempted and not completed and will negatively affect a student's Satisfactory Academic Progress.

Note: For undergraduate students in the School of Aeronautics, Incompletes for Online flight courses are subject to the Incomplete Policy outlined in the most current revision of the Flight Training Affiliate Student Handbook.

## Military Incompletes

Military service members are eligible for a military incomplete, for coursework that they are unable to complete on time, due to deployments, extended cruises, unit operational tempo, or other duty-related extenuating circumstances. To obtain an incomplete, a military student must send either a current copy of official military orders (as proof of professional conflict during enrollment in the course) or a signed letter on official letterhead from the student's commander or supervisor. Incomplete requests and supporting documents should be emailed to the professor. Please Note: Incompletes must be secured no later than 2 weeks prior to the course end date.

Extensions may be requested from the professor and students may be granted up to 4 weeks in extreme circumstances but should typically remain in a 2-3 week time-frame to stay within compliance for grade reporting policies with the Department of Defense. Students can request a military withdrawal only up to the original end date of the course. Once the original end date of the course has passed, students will not be able to request a withdrawal for any reason. Professors should use discernment when reviewing military documentation to avoid awarding an incomplete to a student who will not feasibly be able to complete the course. Military students should notify their military education office of a course incomplete if they are using Tuition Assistance.

The Office of Military Affairs is available to help professors review military orders, as needed, phone: (434) 592-5990, fax: (434) 455-1287, email: [lumilitary@liberty.edu](mailto:lumilitary@liberty.edu).

## Military Deployment

Liberty University understands the demands placed on today's service member and we are willing to work with our students when their military duty causes delays in their academic progress. According to military policy for Tuition Assistance, the University must post grades within 30-days of the end date of the course. If a military student needs additional time to complete their course requirements due to deployments, extended cruises, unit operational tempo, or other duty-related extenuating circumstances, they have two options:

1. They may contact their professor and request up to an additional 3 weeks to complete the requirements.
2. Should they need more time, they can request a military withdrawal.

Military students who have received advanced notification orders are required to provide documentation for their military-related absence two weeks prior to the absence when feasible; however, students should turn-in documentation as soon as the orders are received. Whenever possible, students are required to be proactive by turning in pre-assigned coursework before their military-related absence begins. In the event of a short notice military obligation (e.g. State Active Duty, emergency mobilization, rescheduled training assembly, etc.), students must notify faculty members as soon as possible. Faculty are encouraged to provide students with alternative deadlines if military obligations predicate the need for short-term absences in online courses. Students are subject to unofficial withdrawals for extended absences.

Military students must notify their Military Education Office of a course Incomplete if they are receiving Tuition Assistance. Incomplete requests and supporting documents may be faxed to (434) 455-1287 or scanned and emailed to [luomilitary@liberty.edu](mailto:luomilitary@liberty.edu), or mailed to:

Liberty University; Liberty University Online  
Office of Military Affairs  
1971 University Blvd.  
Lynchburg, VA 24515

## Grading Policies and Procedures

Liberty University Faculty members, both residential and online, must submit final grades for all students to the Registrar at the end of each term. Faculty teaching residential and online courses should have grades submitted to the Registrar one week after the end of each semester. Liberty University Faculty members, both residential and online, are urged to promptly complete and submit final course grades. Confidentiality of student grades falls under the Family Educational Rights and Privacy Act

(FERPA) of 1974. Please see the FERPA section and policies for more information.

## Grading Scales

Liberty University incorporates a standardized 1,000-point system across all undergraduate, graduate, and doctoral programs. The undergraduate programs utilize a 100-point scale, and the graduate and doctoral programs utilize an 80-point scale to differentiate between letter grades. The grading scale will be posted within the syllabus for each course.

Students are encouraged to review the syllabus for each course individually to verify the grade scale.

### Undergraduate Grading Scale (100-point scale)

Grade	Points
A	900 to 1,000
B	800 to 899
C	700 to 799
D	600 to 699
F	599 and Below

## Recording of Grades

All grades will be recorded in the Registrar's Office as reported by the instructors in charge of the various courses. Requests for grade changes may be submitted in writing only by the instructor.

Any extra credit assignments that are a part of the instructor's syllabus must be completed prior to the final exam for the course. A student may not submit assignments for extra credit after the semester has ended and a final exam has been given.

## Grade Appeals

Liberty encourages students to have open and respectful communication with their instructors to resolve any concerns regarding individual course assignment grades and/or the final grade for the course.

### Criteria for Appeal:

Students may appeal a final grade within 30 days of the end of the class. Only final posted grades may be appealed. Individual assignment grades may not be appealed under this Policy. Questions regarding individual assignment grades should be directed to the instructor.

Appeals are accepted for review only on one or more of the following three ground(s):

- When the final grade assigned does not comport with the published grading rubrics for the course assignments
- When the final grade assigned conflicts with written communication (e.g., email, announcements, etc.)
- When there is a calculation error on an assignment, leading to an incorrect final grade

Appeals, other than those asserted on one or more of the ground(s) above, will not be reviewed. The student must provide written documentation that supports his/her specified ground(s) for appeal. Documentation may be in the form of email correspondence, graded assignments, proof of timely submission, etc. After submitting the appeal, if additional information is needed to process the appeal, the student will be notified via the complaint/appeal portal. If the student

does not respond to the request for additional information, the appeal will be denied.

### Appeal Process:

A student dissatisfied with his/her final grade should first seek to resolve the situation with the instructor. However, if the student wishes to appeal the final grade under this Policy, the student must follow the process outlined below:

1. Within 30 calendar days of the end of the class, the student may submit a written appeal that will be reviewed by the Program Director/Chair (or designated reviewer). The student should submit his/her appeal through the grade appeal form found on the Beacon complaint/appeal portal ([www.liberty.edu/beacon](http://www.liberty.edu/beacon)). The student must include the information required above, including the ground(s) for the appeal and documentation supporting the claimed ground(s). The instructor will also be notified of the appeal and will be able to provide pertinent documentation, prior to the Program Director/Chair (or designated reviewer) rendering his/her decision. The Program Director/Chair (or designated reviewer) will have 7 days to review the appeal from the time of submission. When the review is complete, the student will be notified of the decision via his/her Liberty Webmail and the appeal portal.
2. If the student is dissatisfied with the Program Director/Chair's (or designated reviewer's) decision and the student has additional support for his/her appeal, the student may re-appeal (second-level appeal) to the Associate Dean (or designated reviewer) through the appeal portal after receiving the decision of the Program Director/Chair (or designated reviewer). The student's written re-appeal and additional supporting documentation must be submitted within 7 days of the Program Director/Chair's (or designated reviewer's) decision. The Associate Dean (or designated reviewer) will review the student's re-appeal, as well as any information provided by the instructor. The Associate Dean (or designated reviewer) will have 7 days to review the re-appeal from the time of submission. When the review is complete, the student will be notified of the re-appeal decision via his/her Liberty Webmail and the appeal portal.
3. If the student is dissatisfied with second-level appeal decision and has additional support for his/her appeal, the student may re-appeal (third level appeal) to the Dean (or designated reviewer), through the appeal portal after receiving the decision of the Associate Dean (or designated reviewer). This written re-appeal and additional supporting documentation must be submitted within 7 days of the Associate Dean's (or designated reviewer's) decision. The Dean (or designated reviewer) will review the student's re-appeal, as well as any information provided by the instructor. The Dean (or designated reviewer) will have 7 days from the time of submission to review the re-appeal. When the review is complete, the student will be notified of the decision via his/her Liberty Webmail and the appeal portal. The Dean's (or designated reviewer's) decision on a third level appeal is final.

Grade appeals that are submitted using the student complaint form will be converted to the grade appeal form and reviewed according to this Policy.

Appealing an approved decision within the published timeframe may require use of the student complaint form.

The following are **not** able to be appealed through the grade appeal Policy/Process:

- Appeals of grades of FN, NF, W, I, IP, R, Q, P, or A.
- Academic misconduct appeals. For information about how to submit an academic misconduct appeal, see <https://www.liberty.edu/students/community-life/academic-misconduct/>
- Potential Scrivener's Errors (e.g., typographical) identified outside of the 30-day appeal period. For information about reporting a potential Scrivener's Error, see [www.liberty.edu/ferpa/](http://www.liberty.edu/ferpa/)

## Academic Transcripts

Official transcripts are made only at the request of the student. Official transcripts may be withheld until the student has met all his/her financial obligations to Liberty University. (Students who reside in the following states are excluded from this policy: California, Colorado, Illinois, Maine, New York, and Washington.)

Official transcripts are not released directly to the student. Requests for transcripts are to be made directly to the Registrar's Office. There is a \$10.00 fee for one transcript. Additional transcript requests **made at the same time** are \$1.00 each. Transcript requests may be made at the following link: [Transcript Information | Registrar | Liberty University](#).

## Dual Enrollment

Undergraduate students may enroll in master's-level courses during the semester in which they have nine or fewer semester hours remaining to complete their bachelor's degrees. Students must meet the cumulative GPA requirement for admission in good standing into a graduate program to be eligible to register under dual enrollment for that program.

Students may be dually enrolled for a maximum of two semesters and may enroll for a maximum of nine semester hours of graduate course work.

Non-Liberty University undergraduate students must send in their Graduate admission application, official transcripts, and a letter from their current Registrar's Office indicating their current Grade Point Average, the specific degree they are pursuing, the estimated date of graduation, and the number of remaining credit hours for degree completion. Once these documents have been received by the Office of Graduate Admissions, the student must contact the Liberty University Registrar's Office to request approval for dual enrollment.

Currently enrolled Liberty University undergraduate students do not need to send in an application; they must submit a request via the Dual Enrollment Request Form.

For information concerning how dual enrollment impacts tuition rates and financial aid eligibility, visit the following links:

- [Student Financial Services > Eligibility & Enrollment for Aid](#)
- [Policy Directory > Enrollment Levels and Types](#)

Dual enrollment is not available to the following students:

- Students already enrolled at the Graduate level and pursuing either a Graduate degree or a Graduate Certificate.
- Students who are pursuing an Associate degree.
- Students pursuing an undergraduate Certificate.
- Students who plan to pursue a Graduate Certificate rather than a Graduate degree.

## FERPA – Privacy of Student Records: Family Educational Rights and Privacy Act

Students attending, or who have attended, Liberty University are given certain rights under the Family Educational Rights and Privacy Act of 1974 as amended (20 U.S.C. 1232g) and Rules of the Department of Education (34 C.F.R. Part 99) implementing this Act.

Additional information and University policies regarding the protection of student records are published online at <http://www.liberty.edu/ferpa>.

## Graduation Honors

Honors for graduation will be determined by the cumulative grade point average earned at Liberty. Bachelor's degree students who have earned 60 or more hours at Liberty must meet the following GPA standards to earn the corresponding academic distinction:

GPA	Distinction
3.50 - 3.66	cum laude
3.67 - 3.84	magna cum laude
3.85 - 4.00	summa cum laude

Those who have earned less than 60 hours at Liberty must meet the following GPA standards:

GPA	Distinction
3.60 - 3.76	cum laude
3.77 - 3.94	magna cum laude
3.95 - 4.00	summa cum laude

The specific honor calculated on or around April 1 of the student's graduation year will be printed in the Commencement program, and the student will wear that particular honor cord. The final cumulative GPA will be determined after all grades have been recorded and that final cumulative GPA will determine the specific honor that will be printed on the diploma and transcript. Cumulative GPA is calculated to the hundredths place, and is not rounded.

Associate degree students who have a 3.50 cumulative GPA will receive honors at Commencement. Graduation honors are not applicable to certificate-seeking students.

**Residential students only:** To receive the distinction of graduating with honors in the University Honors Program, a student must meet the following requirements, in addition to those mentioned above:

1. Must complete a minimum of 36 hours in honors courses, if the student entered the Honors Program at the beginning of his freshman year. Of these 36 hours, 24 hours are to be taken in the honors sections of General Education courses; 9 have to be taken within the major; and
2. Must enroll in HONR 495 Senior Honors Thesis (3 c.h.) and complete a 25-page senior honors thesis in the student's major field of study.

Residential students graduating in the Honors Program wear a gold medallion during commencement.

## Certificate Completion Requirements

All matriculated students, whether Resident or Liberty University Online, must meet the same academic requirements for certificate completion. Certificate-seeking students must have all of the following requirements



successfully completed before being considered candidates for the awarding of a certificate.

1. The undergraduate certificate requires a minimum of 18 semester hours. Each program differs; therefore, the student must follow the certificate requirements carefully.
2. Each undergraduate certificate program requires a minimum GPA of 2.00.
3. To satisfy the requirements for the fields of study, only final grades of C or above, in all certificate courses, will apply towards successful certificate completion.
4. Students who return to Liberty to complete a second certificate at the undergraduate level must have at least 3 credit hours remaining and must take a minimum of 3 additional hours of coursework at Liberty to qualify for a second certificate.
5. A minimum of 25% of the semester hours of the certificate coursework must be completed at Liberty.
6. Graduate or Doctoral credit may not be applied to an undergraduate certificate.
7. A Certificate Completion Application must be filled out at the beginning of the final semester before the certificate can be awarded.
8. Changes to the certificate will not be permitted once the student is in final courses for the current semester and the Certificate Completion Application is on file.
9. The Registrar's Office will process the conferral of a certificate once all certificate requirements have been met, including the minimum GPA requirement and certificate completion application. If students wish to take further non-applicable coursework, they must do so under a new application.\*

\*If previously completed courses (regardless of academic level) may complete requirements for a student's current certificate, they will be applied to the certificate completion requirements where applicable.

## Graduation Requirements

All matriculated students, whether Resident or Liberty University Online, must meet the same academic requirements for graduation. Undergraduate students must have all courses in the General Education core and in the declared major(s) and minor(s) completed before being considered candidates for graduation.

1. The bachelor's degree requires a minimum of 120 semester hours. Of these total hours, a specified number of upper-level (300-400) courses must be completed with the minimum number being 30 semester hours. Each program differs; therefore, the student must follow the degree requirements carefully. The Associate's degree requires a minimum of 60 semester hours.
2. Each undergraduate degree program consists of designated General Education requirements, a major, and electives. Electives may be taken from the undergraduate courses offered in any department. A GPA of 2.00 or higher, unless otherwise specified in a particular major or minor, is required for graduation.
3. To satisfy the requirements for the major and minor fields of study, only grades of C or above in upper level courses may be included. This includes directed electives. Certain majors require a grade of C or above in all major courses.
4. **At least twenty-five percent of the credit hours required for the bachelor's degree** must be completed at Liberty. Twenty-five percent of the semester hours in the major and minor must be completed at Liberty, unless otherwise specified within the degree requirements.

**At least twenty-five percent of the credit hours required for the associate's degree** must be completed at Liberty and at least 25% of the hours in the major component of the Associate's degree must be completed at Liberty.

5. Submission of Degree Completion Application.
6. Graduate or Doctoral credit may not be applied to an undergraduate degree, unless required as part of a dual degree program.
7. Changes to the major(s) or minor(s) will not be permitted once the student is in final courses for the current semester and the Degree Completion Application is on file.
8. Students seeking a double major, multiple cognates, or a dual degree are required to complete all requirements for both majors/degrees and all cognates before their degree will be conferred.
9. The Registrar's Office will process the conferral of a degree once all degree requirements have been met, including the minimum GPA requirement and Degree Completion Application. Students wishing to take further non-applicable coursework must do so under a new application.\*

\*If previously completed courses (regardless of academic level) may complete requirements for a student's current degree, they will be applied to the graduation requirements where applicable.

## Graduation Approval

All candidates for graduation must be approved by the faculty and the Board of Trustees. Conditions such as transfer credit and incomplete grades should be removed by the beginning of the candidate's last semester.

## Graduation Ceremony

Degrees are granted throughout the academic school year. All candidates for degrees may participate in the annual graduation exercises which take place in May.

## Time Limits for Degree Completion

Students pursuing a certificate must complete the certificate requirements within three (3) years of the date of matriculation.

Students pursuing an associate's degree must complete the degree requirements within seven (7) years of the date of matriculation.

Students pursuing a bachelor's degree must complete the degree requirement within ten (10) years of the date of matriculation.

Any student who does not complete coursework within the permissible time limit for any reason, including discontinued enrollment, must reapply for readmission and will be subject to the requirements of the Catalog and Degree/Certificate Completion Plan (DCP/CCP) in effect at the time of his/her readmission.