

ACADEMIC INFORMATION & POLICIES - RESIDENT 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.

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 at <https://wiki.os.liberty.edu/display/IE/Enrollment+Verification>.

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 ¹	Course Repeated	0
W	Withdrew	0

¹ “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.

Advisors

First-year and Second-year students have access to personalized advising through their assigned Professional Advisor, based on the student’s academic area of study. All Undecided majors are required to meet with Career Counselors in the Liberty University Career Center. Juniors and Seniors will meet with faculty, as needed, in the Academic Department that corresponds with their major. Both Professional Advisors and Faculty will assist students with reaching their spiritual, academic, and personal goals. For additional information, visit www.liberty.edu/advising.

Assessments

Placement into English and Math courses is based on a combination of scores, including required Math / English assessments for all new resident students, first-time college students, and college transfer students that did not transfer in the Math or English course needed for their specific major.

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 with a course description or course syllabus and Transfer Inquiry Form.

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) 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) 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. For further details, please visit Exams and Tests.

For information on the CIE (University of Cambridge International Exams) policy visit the website.

For information on the IB (International Baccalaureate) policy visit the website.

Advanced Placement (AP)

Students who receive the 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. Visit Advanced Placement for additional information.

Aviation Testing

The School of Aeronautics Testing Center serves as a Federal Aviation Administration's official Federal Aviation Testing Site for the Airman and A&P Knowledge Tests. All test candidates, not just students in the Liberty University Aviation program, are eligible to use the FAA aviation computer-based testing center. For scheduling please call (434) 582-2183.

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>.

Declaration of Undergraduate Major

In order to progress toward the timely and successful completion of an undergraduate degree, it is in the best interest of students to declare a major early in their academic career. Undergraduate students must declare a major no later than the semester in which they are enrolled in their 30th institutional credit (30 credit hours taken through Liberty University).

Declaration of a major does not imply the ability to pursue programs such as Cinematic Arts, Interdisciplinary Studies, Nursing, or teacher licensure. Such programs have specific requirements before acceptance is granted.

In addition, some majors require course sequences that necessitate earlier selection of the major in order to earn a baccalaureate degree within four years of full-time study. Therefore, an advising hold will be placed on any undeclared/undecided undergraduate student. The hold will not be removed until the student meets with an adviser for major selection.

A student's computer competency must be demonstrated within the first 45 hours of a student's program. Transfer students must complete this within their first year at Liberty.

Acceptance into a major does not constitute acceptance into the Teacher Licensure Program

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 should email their academic evaluator in the Registrar's Office. 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 the same time.

Students who wish to complete a bachelor's degree with a double major (BA/BA, BEd/BEd, BFA/BFA, BM/BM, BS/BS or BSN/BSN) or a dual degree (any two-degree combination of BA, BEd, BFA, BM, 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 for each major must be earned at Liberty University.

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.

Intercollegiate Athletic Credit

Students who are members of Liberty Intercollegiate Athletic teams may earn one hour of academic credit for a completed season. Such credit may not be used more than one time for each sport in which the student participates. This credit is not intended for transfer.

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>.

Course Sequencing

Suggested course sequences for resident undergraduate degree programs are available inside the Degree Completion Plan.

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, finger printing, 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.

Priority Registration for Residential Military Students

All residential students who have verified their status as a current military service member or veteran will be assigned a unique PIN number before registration opens each semester. The PIN will be emailed to students and allow access to course registration on the early registration date associated with Special Groups. More information about the specific dates in the registration schedule will be posted on the Registrar's Course Registration web page each semester.

Class Attendance Policy

For the good of the Liberty University student body, a consistent attendance policy is needed so that all students in all majors will understand the expectations of faculty in all their courses. **In general, regular and punctual attendance in all classes is expected of all students.** Though at times, students will miss classes. Absences for 100-200 level course fall into two categories:

1. University Approved Absences
 - a. University Approved Absences include Liberty University sponsored events, athletic competition, short-term (one week or less) or emergency military mobilizations, and other Provost approved absences.
 - b. The student must provide written documentation in advance for University Approved Absences. For military duty related absences, 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.
 - c. Work missed for University approved absences may be made up.
2. Student Elective Absences
 - a. Student Elective Absences include, but are not limited to, illness and bereavement.
 - b. Work missed for Student Elective Absences may be made up at the discretion of the faculty member. Questions regarding missed work for Student Elective Absences must be addressed by the student with the professor within one week of returning to class.

In cases where this is not possible, the student must notify the Professor in writing of the circumstances impacting his or her absence. The student may appeal the Professor's decision in writing to the respective Chair within one week. Final appeals may be made to the Dean in writing within one week of the Chair's decision and the Dean's decision is final.

- c. When circumstances result in excessive absences (e.g., serious medical illness, family crisis), upon return to campus, the student shall communicate in writing with the Registrar's Office (Registrar@liberty.edu) and provide an explanation of his or her situation with appropriate documentation. The Registrar will consult with the faculty member before making the final decision and will notify, in writing, the student and the faculty member.
- d. Students who are more than 10 minutes late for class are considered absent.
- e. Students who are late for class 10 minutes or less are considered tardy but present for the class. If a student misses in-class work due to tardiness, the faculty member may choose not to allow the student to make up this work. Three class tardies will be counted as one absence.
- f. Number of Student Elective Absences Permitted:
 - i. For classes that meet three times per week, the student will be permitted four elective absences for semester-long courses and up to two elective absences for 8-week courses.
 - ii. For classes that meet twice per week, the student will be permitted three elective absences for semester-long courses and one elective absence for 8-week courses.
 - iii. For classes that meet once per week, the student will be permitted one elective absence for semester-long and 8-week courses.
- g. Penalties for each absence over the permitted number of elective absences per semester will be as follows:
 - i. 50 points for classes that meet 3 times per week
 - ii. 75 points for classes that meet 2 times per week
 - iii. 100 points for classes that meet once per week

For the good of the Liberty University student body, a consistent attendance policy is needed so that all students in all majors will understand the expectations of faculty in all their courses. **In general, regular and punctual attendance in all classes is expected of all students.** Thought at times, students will miss classes. Absences for 300-400 level course fall into two categories:

1. University Approved Absences
 - a. University Approved Absences include Liberty University sponsored events, athletic competition, short-term (one week or less) or emergency military mobilizations, and other Provost approved absences.
 - b. The student must provide written documentation in advance for University Approved Absences. For military duty related absences, 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.

- c. Work missed for University approved absences may be made up.
2. Student Elective Absences
 - a. While the University believes that consistent attendance in all classes is the largest contributor to students earning good grades, the University Attendance Policy allows students in upper-level classes the opportunity to make their own decisions concerning attendance.
 - b. Work missed for Student Elective Absences may be made up at the discretion of the faculty member. Questions regarding missed work for Student Elective Absences must be addressed by the student with the professor within one week of returning to class. In cases where this is not possible, the student must notify the Professor in writing of the circumstances impacting his or her absence. The student may appeal the Professor's decision in writing to the respective Chair within one week. Final appeals may be made to the Dean in writing within one week of the Chair's decision and the Dean's decision is final.
 - c. When circumstances result in excessive absences (e.g., serious medical illness, family crisis), upon return to campus the student shall communicate in writing with the Registrar's Office (Registrar@liberty.edu (registrar@liberty.edu)) and provide an explanation of his or her situation with appropriate documentation. The Registrar will consult with the faculty member before making the final decision and will notify, in writing, the student and the faculty member.

The full policy and procedures are published in the Policy Directory online at <https://wiki.os.liberty.edu/display/IE/Resident+Undergraduate+Class+Attendance+Policy>.

Late Assignment Policy for Residential Courses

Course assignment should be completed on time. If the student is unable to complete an assignment on time, then he or she must contact the instructor prior to the assignment due date.

The full policy and procedures are published in the Policy Directory online at <https://wiki.os.liberty.edu/display/IE/Late+Assignments++Residential>.

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 online at <https://wiki.os.liberty.edu/display/IE/Class+Cancellation>.

Independent Study

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 Provost Office 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/Withdrawing from Courses

Changes are discouraged after a student and advisor have arranged the student's schedule for the semester.

Residential students may add and drop courses through Add/Drop Week. After Add/Drop Week, residential students can pursue withdrawals for courses that they have attended. In order to withdraw from a course, the course must be active based on the published dates of the course. Residential students should be aware of the residential withdrawal deadline that is published in the academic calendar. This deadline specifically applies to residential students in residential courses as defined by the University.

"W" grades are not used in calculating a GPA. Course withdrawals with grades of "W" are used in determining a student's academic load for the semester, upon which tuition charges are based. The student will be responsible for the tuition and fees for the course.

No course can be added after the first week of classes without approval from the instructor or a department representative, and the Registrar's Office.

Exceptions to these deadlines may be granted by the Registrar in unusual circumstances, such as extreme illness or other circumstances beyond the student's control. If a student is unable to withdraw for a specific reason (e.g., death, incapacitation, incarceration, hospitalization, etc.) an administrative grade change to "W" may be approved by the Registrar's Office.

No course is considered officially added or dropped until a request has been made to the Registrar's Office, or the student makes the adjustment through the Course Registration Tool. Some requests may require official approval from the academic department.

Students who do not attend their intensive(s), will be dropped from the course roster. An intensive may be dropped without a grade or a tuition charge prior to the start date of the course. Class attendance is defined, but is not limited to, any submission of an assignment that can receive a grade (in Learning Management System or disparate system), initiating contact with the professor regarding a question(s) related to the academic subject studied in the course, or physically attending a class where there is an opportunity for direct interaction between the instructor and students within the enrollment dates of the course. If the student has attended, he or she must withdraw from the intensive(s) and will be liable for tuition and fees. Please note that while students are given access to their courses in advance of the start date to allow for an opportunity to familiarize themselves with the course, assignments will not be accepted until the start date of the course. Students should not submit any assignments until after the current sub-term begins.

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.

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).

Resident Students Taking Online Classes

A cumulative Liberty GPA of 2.00 or higher is needed before a residential student may register for an online course. *Note: Residential courses that are available to resident students as either a hybrid or in a strictly online format do not fall under these restrictions. Resident students taking online courses will be charged resident tuition.*

Withdrawal from Liberty University

Students withdrawing from the University during the semester must meet with a Professional Advisor in CASAS for exit counseling. In order to formally request the withdrawal, the student must request the withdrawal through their Liberty University e-mail address to the Advising office or the student can go through the withdrawal process while meeting with an Advisor. The student's official withdrawal date is the date they begin the withdrawal process by notifying a Professional Advisor in CASAS of his/her intent to withdraw.

Students seeking removal from courses before the semester begins must only contact a Professional Advisor in CASAS in order to initiate the enrollment termination process.

Any student who withdraws from the University during the first eight weeks of classes will receive a pro-rated tuition charge. (See Expenses and Financial Policy Information: Official Withdrawal Policy section). This is in effect even if the student drops classes in such a way as to go below full-time status during add/drop week.

If a student withdraws from all classes in a term, the student has officially withdrawn from the University. Financial Aid Recipients are subject to the Title IV withdrawal calculation.

An expulsion resulting from violation of the disciplinary system will result in an administrative withdrawal. A grade of W will be recorded in all courses for which the individual is officially registered but has not yet completed.

A \$50 fee will be charged for the processing of an official, unofficial, or administrative withdrawal. This fee will be deducted from any refund due on the student's account or he/she will be responsible for payment of this fee.

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 residential 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 online at <https://wiki.os.liberty.edu/display/IE/Unofficial+Withdrawals>.

Definition of Attendance

Regular attendance in residential courses is expected throughout the length of the term. The U.S. Department of Education requires that

every university monitor the attendance of their students. The full policy statement and procedures are published in the Policy Directory online at <https://wiki.os.liberty.edu/display/IE/Resident+Undergraduate+Class+Attendance+Policy>.

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 online at <https://wiki.os.liberty.edu/display/IE/FN+Appeal+Process>.

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 repeated¹, 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 semester², 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.

¹ Final grade has been earned and posted

² Including sub-terms

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 for **Resident** students and by the Office of the Online Provost for **Online** students. 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 2018 term, he/she would not be eligible to appeal for Academic Amnesty until **after** the Fall 2020 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 for **Resident** students or the Office of the Online Provost for **Online** students 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.

Academic Code of Honor

Preamble

Liberty University students, faculty, administrators, and staff together form a Christian community based upon the values and goals of the Bible. These are defined in our foundational statements, including our Doctrinal Statement, our Philosophy of Education and Mission Statement, the Statement of Professional Ethics for the Faculty, and our Student Code. Together, these statements situate Liberty University within the long tradition of university culture, which in its beginnings was distinctively Christian, designed to preserve and advance truth.

Anyone, whether Christian or non-Christian, who shares our values and goals, is both welcome and valued in our community. We want all students to feel comfortable in our community of learning, and we extend to all of our students our spiritual and academic resources, with the goal of fostering spiritual growth, character development, and academic maturity.

Communities are based upon shared values and practices. This Code of Honor, an expression of the values inherent in our Doctrinal Statement, defines the rules and principles by which our community functions. At the core of this Code are two key concepts: a belief in the dignity of all persons and an insistence on the existence of objective truth.

While we understand that everyone will not agree with the statements that follow, we do expect that our students respect and uphold these standards while enrolled at Liberty University. Abiding by the principles and behaviors established in this Code of Honor makes possible the success of our students and the strengthening of the Liberty community.

Academic Honor Code

1. Academic Misconduct

Academic misconduct includes, but is not limited to plagiarism, cheating and falsification.

a. Plagiarism

Plagiarism is the intentional failure to give sufficient attribution to the words, ideas, or data of others that the student has incorporated into his/her work for the purpose of misleading the reader. In some cases, a student may be careless and fail to give credit to the words, ideas or data of others. In such situations, plagiarism has still occurred, but the professor may choose a sanction as deemed appropriate. In order to avoid plagiarism, students must conscientiously provide sufficient attribution. Attribution is sufficient if it adequately informs and, therefore, does not materially mislead a reasonable reader as to the true source of the words, ideas, or data. Students who have any doubt as to whether they have provided sufficient attribution have the responsibility to obtain guidance from their professor or other person to whom they are submitting their work.

Plagiarism in papers, projects or any assignment prepared for a class shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source (including digital material)

- Directly quoting or paraphrasing a specific passage from a specific source without properly referencing the source
- Replicating another person's work or parts thereof and then submitting it as an original
- Purchasing a paper (or parts of a paper) and representing it as one's own work

b. Cheating

Cheating is a form of dishonesty in which a student gives the appearance of a level of knowledge or skill that the student has not obtained, provides unauthorized aid, or wrongly takes advantage of another's work. Examples include, but are not limited to:

- Copying from another person's work on an examination or an assignment
- Allowing another student to copy any portion of one's work on an examination or an assignment
- Using unauthorized materials or giving or receiving any other unauthorized assistance on an examination or an assignment
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for the student.
- Reusing a paper from a previous course
- Paying another student to complete a course, an individual assignment or exam

c. Falsification

Falsification is a form of dishonesty in which a student misrepresents the truth, invents facts, or distorts the origin or content of information used as authority. Examples include, but are not limited to:

- Dishonestly answering or providing information in the application process
- Citing a source that is known not to exist
- Attributing to a source ideas and information that are not included in the source
- Falsely citing a source in support of a thought or idea when it is known not to support the thought or idea
- Citing a source in a bibliography when the source was neither cited in the body of the paper nor consulted
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions

2. Procedures for the Investigation, Adjudication, and Leveling of Sanctions for the Violations of the Academic Code of Honor

a. Processing Allegations

When an alleged violation of the Academic Code of Honor has been reported to the instructor or administration, the instructor will confront the student within ten business days of the discovery of the infraction. The instructor may issue an oral (or written) reprimand, send written notification to the Department Chair or Program Director, reduce a grade, adjust credit on an assignment and/or require additional work. The instructor may determine that a failing grade for the course is the appropriate sanction. In any event, the instructor will inform the student of the decision.

The reporting procedure is as follows:

- The instructor will write a report outlining the violation.
- The report will be provided to the student and the Department Chair or Program Director along with the sanctions recommended.

- 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.
- Students receiving a grade of F for academic dishonesty on a particular assignment will be notified by the professor of the course in an appropriate manner, including but not limited to returning the assignment with comments, email, letter, telephone call, and/or a personal meeting.
- If warranted, the results of academic honesty review may be forwarded to the Office of Student Affairs for any other disciplinary action that may be appropriate.
- If non-blantant academic misconduct (such as inadvertent plagiarism) occurs in a course, the professor will contact the student and conduct such further investigation as needed. If the professor determines that a sanction is called for, the professor may issue an oral reprimand, send written notification to the Department Chair or Program Director of the School in which the course resides, reduce a grade, adjust credit and/or require additional work.
- When a student receives a course grade of F for academic dishonesty, the professor may report the reason for the F to the Registrar and request that it be recorded as an F grade. This F grade will appear on the student's transcript.
- The student, upon receipt of the results of the academic honesty review, will have five business days to appeal the decision to the professor and the Department Chair or Program Director.

b. Sanctions

If the professor determines that a sanction is called for, the professor may issue an oral or written reprimand, adjust credit and/or require additional work. The professor also maintains the right to assign the grade of F for the course if the investigation determines that it is the appropriate sanction. In this instance, the Registrar will record the F, which will appear on the student's transcript. The repeat policy may not be applied to this grade.

If the student is found guilty of academic dishonesty (either blatant or non-blantant) in any subsequent course where a grade of F for academic dishonesty is posted, he or she will be dismissed from the University.

In determining the sanction to be imposed, the following will be considered: the student's intent to violate the Code of Honor, the degree of carelessness, the gravity of the offense and the student's overall conduct while enrolled at Liberty University. Student Affairs and Registrar may be consulted during this process.

In cases of proven academic misconduct in a particular course, the Department Chair or Program Director will usually defer to the course professor's recommendation. In some cases, however, where the Department Chair or Program Director perceives a clear conflict of interest or faulty judgment on the part of the faculty member, or where the sanctions suggested by the professor are demonstrably inconsistent with those that resulted from other similar instances of academic misconduct, the Department Chair or Program Director reserve the right to adjust the sanction(s) as appropriate.

A written copy of the decision shall be mailed or e-mailed to the student.

Please Note: All cases of alleged academic dishonesty will be resolved with the utmost concern for strict confidentiality by those individuals involved in the proceedings. Information about the case will be provided only to those with a need to know in order to perform their job duties.

c. Appeal Procedure

In cases where an allegation of any Academic Code of Honor violation occurs and the student does not admit guilt, he/she may pursue the process below. The student will be given an opportunity to provide written evidence in opposition to the charge. Persons who threaten or conduct other acts of retaliation against those individuals who acted in good faith (i.e., honestly and with intentions of being fair) in reporting (even if mistakenly) alleged instances of academic dishonesty will be subject to disciplinary action, including possible suspension or expulsion from Liberty. Any report of alleged academic dishonesty not made in good faith will also be subject to disciplinary action.

Examples of retaliation include, but are not limited to:

- Circumventing the appeal procedure and going directly to a university administrator such as the Dean, the Provost or the Chancellor
- Threatening a faculty member or student
- Harassment
- Verbal or physical abuse
- Verbal or written disrespect to a faculty or staff member (this includes e-mails)
- Offensive or crude language directed at individuals
- Falsely accusing someone of committing academic dishonesty.

A complete overview of the appeal process follows:

1. Within five business days of the notification of an alleged violation, the student may submit a written appeal to the Department Chair or Program Director. The Department Chair or Program Director will review the instructor's report and the student's written appeal, then notify the instructor and the student of his/her decision.
2. Both the student and any Liberty University personnel involved in or affected by the Academic Code of Honor violation will have the right to present their views to the Department Chair or Program Director before any decision is rendered.
3. If the student produces additional support for his/her appeal, the student will be given an opportunity to provide oral evidence in person and written evidence in opposition to the charge.
4. The Department Chair or Program Director will determine whether the student may continue in the class pending the outcome of the appeal.
5. Once informed by the Department Chair or Program Director of the decision, the student may further appeal to the Dean of the appropriate school for review.
6. Once informed by the Dean of the decision, the student may further appeal to the Faculty Senate Committee on Academic & Admissions Standards (CAAS) for further review.
7. In determining whether any violation has occurred, the Committee will apply a "clear and convincing" evidence standard. In some cases, Student Affairs or another

University representative may join in the deliberations of the Committee as a non-voting member for the purpose of providing any background information that may be pertinent to the case.

8. If deemed appropriate by the Committee or if requested by the student, the student only may be present in person at the meeting of the Committee where the review will be made.
9. The student will not be permitted to be present after the Committee has received all evidence and begun its deliberation toward a decision.
10. The Committee will inform the Dean of its decision regarding the appeal. The decision of the CAAS in regard to the occurrence of academic dishonesty is final.
11. The student will be informed of the decision of the Committee by the Dean of the appropriate school in writing or by e-mail within ten academic days of the meeting.
12. Should no violation be found, the Committee's report indicating such will be forwarded to the Department Chair or Program Director and faculty member. A report of all findings (either in favor of or against the student) will be sent to the Student Affairs and Registrar's office. The findings will be kept in the student's official record.
13. In cases that do not require a grade of F for Academic Dishonesty, but may require a failed assignment, failure in the course or reduced grade, the professor reserves the right not to report the violation to Student Affairs' or Registrar's office.

d. Reinstatement

Upon receiving two or more grades of F for academic dishonesty, the student will be dismissed for violation of the Code of Honor. Following dismissal, the student may not be considered for readmission for a minimum of three years. Readmission to the University will follow the academic amnesty policy described in the Academic Catalog. The Dean of the School has the right to refuse readmission of the student to the same degree program from which he or she was dismissed for academic dishonesty.

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.

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.

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 Appeal Process

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

Criteria for Appeal

Only final posted grades may be appealed beyond the professor. Appeals are accepted only when the grade assigned conflicts with:

- The published syllabus for the course assignments
- Written communication (e.g., email, announcements, etc.)
- Calculation error on an assignment (resulting in a change to the final grade)

Appeals, other than those mentioned above, will not be reviewed. The student must provide written documentation that demonstrates the occurrence of one or more of the above grounds for appeal. Documentation may be in the form of email correspondence, graded assignments, proof of timely submission, etc.

Appeal Process

A student wishing to appeal a final grade must submit the appeal to their professor and seek to resolve the situation with them. If the student wishes to appeal further they must follow the process outlined below:

1. Within 30 calendar days of the end of the term, the student may submit a written appeal to the Department Chair. The student must include the information required above. The Chair will consult with the instructor and review the student's written appeal. The Chair will then notify the instructor and the student of his/her decision.
2. If the student has additional support for their appeal, the student may submit a written appeal to the Dean after receiving the decision by the Department Chair. This written appeal must be received by the dean within five (5) business days of the Chair's email. The Dean will review the student's appeal, as well as any information provided by faculty member. When a decision has been reached, the Dean will notify the Chair, the faculty member and the student.

Academic Transcripts

Official transcripts are made only at the request of the student. Official transcripts may be withheld until the student has met all of his/her financial obligations to Liberty University. 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](#)
- [Institutional Effectiveness > Policy Directory > Enrollment Levels and Types Policy](#)

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.
7. Graduate or Graduate or Doctoral credit may not be applied to an undergraduate degree, unless required as part of a dual degree program.
8. Technology Competency
9. Submission of Degree Completion Application
10. 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.
11. 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.
12. 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 Requirements

All undergraduate residential students must meet these requirements for graduation.

1. Undergraduate students must have all courses in the Core Competency Requirements and in the declared major(s) and minor(s) completed before being considered candidates for graduation.
2. The bachelor's degree requires a minimum of 120 semester hours. However, certain majors require more than 120 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. However, many majors require more than 60 hours.
3. All Christian/Community Service requirements must be satisfied before a degree will be awarded.
4. Each undergraduate degree program consists of designated General Education Core Competency requirements, major requirements, and in many cases, free electives. Free 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.
5. 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. All professional courses in a teacher preparation program require a grade of C or better. Certain majors require a grade of C or better in all major courses.
6. **At least 25% of the credit hours required for the bachelor's degree** must be completed at Liberty. 25% of the credit hours in the major and minor must be completed at Liberty, unless otherwise specified within the degree requirements. **At least 25% of the credit hours required for the associate's degree** must be completed at Liberty and at least 25% of the credit hours in the major component of the Associate degree must be completed at Liberty.

Graduation Checklist

After the matriculated **bachelor's degree** candidate has completed approximately 90 hours toward graduation, the Academic Evaluators in the Registrar's Office will evaluate the academic and Christian/Community Service record using the transcript and any approved exceptions to the program which might have been placed in the file.

The **associate's degree** student will be evaluated after completing 30 hours toward graduation.

Every attempt will be made to keep students informed of curricular changes so that time is given for correcting any deficiencies prior to graduation.

Students are also encouraged to utilize the DCP Audit on ASIST in order to determine which requirements may still be outstanding.

Students who break enrollment will be required to follow the degree requirements in effect at the time of re-entry to the University.

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 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.

Break in Enrollment

A break in enrollment occurs when the student fails to matriculate in at least one course during a fall or spring semester. Students who break enrollment must apply for readmission and will be subject to the requirements of the Catalog and degree requirements in effect at the time of their readmission.

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