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 fifteen 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.

Part Time vs. Full Time

To qualify as a full-time undergraduate student, you must be enrolled in a minimum of 12 credit hours. A student is considered part-time student when enrolled in 11 credit hours or less.

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. Residential undergraduate students are considered to be full-time with a semester load of 12 or more semester hours.

Residential undergraduate students have a maximum semester limit of 18 hours. 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.

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

Due to financial aid regulations, if residential undergraduate 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 Undergraduate Academic Evaluator to confirm.

Residential undergraduate 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.
Juniors and Seniors will meet with faculty, as needed, in the Academic Advisors to meet with Career Counselors in the Liberty University Career Center. All Undecided majors are required advising through their assigned Professional Advisor, based on the student's academic area of study.

First-year and Second-year students have access to personalized advisors that correspond 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.

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

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

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

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 students who earn 12 or more GPA hours in the fall or spring semester with a GPA of 3.50 or above are placed on the Dean's List. The Dean's List is not awarded for the summer term. This does not apply for certificate level students.

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 with a course description or course syllabus and Transfer Inquiry 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.
Transfer credit may not be used in Certificate programs to meet degree requirements.

**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)**

ICE are available to students with 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 a student’s prior military experience and develop a degree plan for the student to follow. Evaluations will be based solely upon the recommendations of the American Council of Education (ACE) guidebook, Guide to the Evaluation of Educational Experiences in the Armed Services. Students will generally find that the Interdisciplinary Studies major offer through Liberty University Online maximizes the use of their existing credits.

**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.

**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=189:1:1104591628190395.189:1:104591628190395.

**Declaration Of Undergraduate Major**

Students may declare their major at any time prior to the completion of 60 semester hours. They must declare a major by the time they complete 60 semester hours of undergraduate credit. Declaration of a major does not imply the ability to pursue programs such as Athletic Training, Cinematic Arts, Individualized Studies, Interdisciplinary Studies, Nursing, or teacher licensure. Such programs have specific requirements before acceptance is granted.

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. The process for changing/declaring a major can be found by visiting the Registrar’s Office, accessing http://www.liberty.edu/registrar, or by calling (434) 592-5100. 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.

Double Majors

Students pursuing an associate’s or bachelor’s degree who wish to complete a double major or two separate degrees should email their academic evaluator in the Registrar’s Office.

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, BFA/BFA, BM/BM, BS/BS or BSN/BSN) or two separate bachelor’s degrees (any two-degree combination of BA, 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 two separate associate’s degrees (AA and AAS) 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.

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. The only exception to this would be if the course/credit is approved by the academic department or administration to be used more than one time toward a student’s degree/major.

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 Audit

The Certificate Completion Plan 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 Plans

Once a student has declared his or her major through the registrar’s office, a Degree Completion Plan (DCP) are available online. The student is required to follow the DCP for the academic year in which the declaration becomes effective.

Grades of “D” are not acceptable in upper-level (300-400) courses within the student’s major. For certain majors, a grade of “D” is not acceptable in upper- and lower-level courses within the major.

If a major includes directed electives or support courses, it is possible to use them to also meet a general education requirement, an integrative course requirement, or a minor requirement. Courses cannot fulfill both a major requirement and a general education or integrative requirement.

A student with an already completed bachelor’s degree must take an additional 30 hours or more in order to earn a second bachelor’s degree at Liberty, in conjunction with completing all requirements unique to that degree. The same rule applies to those students who have completed a degree at another accredited institution. Courses may transfer to Liberty from a completed undergraduate degree, but only courses that apply directly to the degree being pursued.

Degree Completion Plan (DCP) Audit

The Degree Completion Plan (DCP) Audit 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 see how their credits will apply towards a different degree program.

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.

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 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. Thought 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, and other Provost approved absences.
   b. The student must provide written documentation in advance for University Approved Absences.
   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 per semester.
      ii. For classes that meet twice per week, the student will be permitted three elective absences per semester.
      iii. For classes that meet once per week, the student will be permitted one elective absence per semester.
   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.
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
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
Students may request to do an independent study project in a major field or related discipline. This option is limited to graduating seniors, students who have changed majors and have no other course of action, and students who may have approved extenuating circumstances. Permission for the independent study will be granted only upon approval by the Department Chair, the Dean/Administrative Dean of the School, the Vice Provost, and the Registrar. Forms are available in the Registrar’s Office and on the Registrar’s webpage.

Course Audits
Students who wish to audit a residential course may do so for a fee (see Expenses and Financial Policy – Resident Program section). Audit fees are not covered in full-time tuition billing, 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.

Course audits may not be added via ASIST, but must be requested in person at the Registrar’s Office. Requests to audit a course will only be accepted during add/drop week (or the week before the start of a summer term for summer courses). Audit requests 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. Audited courses will not count toward graduation requirements.

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 form may also be used when an academic department approves a complete replacement for a Liberty course requirement. Students requesting these exceptions must complete 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. Also, a lower-level course substituting for an upper-level requirement will not count toward the total number of upper-level hours required. Course substitutions are not applicable for certificate-seeking students. 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.

A Fall/Spring course may be dropped up to and during Drop/Add Week. From the sixth day of the semester until around the 12th week of class (see academic calendar for exact date), a normal Fall/Spring course may be withdrawn with a grade of “W”. Courses with an early or non-traditional end date may be withdrawn up until the last day of class.

“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 signed approval from the course instructor 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 the add/drop form is submitted to the Registrar’s Office and processed. This form may require the written approval of the instructor of the course.

Note:

- A student may not withdraw from or drop MENT 100 Foundations for Academic Success (3 c.h.) and MENT 101 Mentoring for University Transition (1 c.h.), ASCS 101 Theory for Academic Success (1 c.h.), ASCS 103 Practical Application for Academic Success (1 c.h.) or ASCS 105 Accountability for Academic Success (1 c.h.) without permission from the department chair for Success Studies in the Academic Success Center.
• A student may not withdraw from or drop RLGN 105 Introduction to Biblical Worldview (2 c.h.) without the permission of the Christian/Community Service Office.

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 required submission to Blackboard, any required submission outside of Blackboard, initiating any communication with the professor regarding an academic subject, 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.

Resident Students Taking Online Classes
Resident students desiring to take an online course must enroll in the course during the prescribed Liberty University Online registration period. 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
Students withdrawing from the University during the semester must meet with a representative from the Student Advocate Office for exit counseling. As a part of this process, the student must also meet with a representative from the Financial Aid Office and the Student Accounts Office (if there is an outstanding balance on the student’s account), and will be required to submit a signed statement of withdrawal. The student’s official withdrawal date is the date they begin the withdrawal process by notifying a representative from the Student Advocate Office of his/her intent to withdraw.

Students withdrawing before the semester begins must only contact the Student Advocate Office in order to initiate the withdrawal process.

Any student who withdraws from the University during the first eight weeks of classes will receive a tuition refund. (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.

Anyone who withdraws from the University is considered to be breaking enrollment. 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 his or her readmission.

A student may not withdraw after finals begin or final exam/paper has been submitted.

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/UnofficialWithdrawals.

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/UnofficialWithdrawals.

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, 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, 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, or FN was awarded are eligible for the Undergraduate Repeat Policy. Courses which are not eligible for the Undergraduate Repeat Policy are: pass/fail courses, 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 graduated, the Undergraduate Repeat Policy may not be used on a course taken prior to graduation to enhance the cumulative GPA which was recorded at the time of degree conferral. The repeat of a class after graduation could, however, be used to enhance the students 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:

<table>
<thead>
<tr>
<th>Level</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (0–23.99 hours)</td>
<td>1.50</td>
</tr>
<tr>
<td>2 (24–47.99 hours)</td>
<td>1.65</td>
</tr>
<tr>
<td>3 (48–71.99 hours)</td>
<td>1.85</td>
</tr>
<tr>
<td>4 (72 or more hours)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic Standing is calculated at the end of each Fall and Spring term, or upon completion of all courses within those terms. 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**

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.

**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.

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.

**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.

If approved to return, the Registrar's Office/CASAS will determine a plan that will prepare 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, 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.

If a 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.
Students who are enrolled for 12 or more hours and fail all courses will be Academically Suspended.

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 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 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

I. 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
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


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 or exam and/or require additional work. The instructor may issue an oral reprimand, send written notification to the Department Chair or Program Director, reduce a grade, adjust credit and/or require additional work.

b. Sanctions

If the professor determines that a sanction is called for, the professor may issue an oral or written 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.

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

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" may not be changed to a withdrawal unless the course is still in session.

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 (SAP).

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 (p. 12) 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)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900 to 1,000</td>
</tr>
<tr>
<td>B</td>
<td>800 to 899</td>
</tr>
<tr>
<td>C</td>
<td>700 to 799</td>
</tr>
<tr>
<td>D</td>
<td>600 to 699</td>
</tr>
<tr>
<td>F</td>
<td>599 and Below</td>
</tr>
</tbody>
</table>

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 written, signed 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.

### 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:
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. All 18 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. 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 a student wishes to take further non-applicable coursework, they must do so under a new application.

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 and minor 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 degrees require 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 graduate 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 with the exception of the A.A. in General Studies or the A.A. in Interdisciplinary Studies, 25% of the credit hours in the major component of the Associate degree must be completed at Liberty.
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. 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. If a student wishes to take further non-applicable coursework, they must do so under a new application.

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 satisfied 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 enroll 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.