

ACADEMIC INFORMATION AND POLICIES

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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.

Enrollment Verification

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

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.

Grades, Quality Points, and GPA

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

Grade	Meaning	Quality Points Per Semester Hour
A	Excellent	4.00
A-	Excellent to Good	3.67
AU	Audit	0.00
B+	Good to Excellent	3.33
B	Good	3.00
B-	Good to Average	2.67
C+	Average to Good	2.33
C	Average	2.00
C-	Average to Poor	1.67
D+	Poor to Average	1.33
D	Poor	1.00
D-	Very Poor	0.67
F	Failure	.00
FN	Failure for Non-Attendance	.00
I	Incomplete	.00
IP	In Progress	.00
NF	Failure for Non-Attendance (for Pass/Fail courses)	.00
NP	Non-Pass (for Pass/Fail courses)	.00
P	Pass	.00
PR	Progress	.00
Q	Academic Amnesty	.00
R	Course Repeated	.00
W	Withdrew	.00

A student's cumulative GPA comprises all Liberty University coursework completed at the current academic level (Undergraduate, Graduate or Doctoral) 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 GPA hours completed. GPA hours are hours that are used in the calculation of the GPA. The following grades are included in GPA hours: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and FN. Grades of AU, I, IP, NF, NP, P, PR, Q, R, and W are not included in GPA hours. A grade of B, for example, in a course bearing three semester hours of credit would be assigned nine quality points and a grade of C in that course, six quality points. Thus, if a student takes 16 semester hours of work and earns 40 quality points, his GPA is 2.50 (40 quality points divided by 16 semester hours). Only courses taken at Liberty are used in computing the GPA. Cumulative GPA is calculated to the hundredths place and is not rounded.

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.

Level	Graduate	Doctoral
A	940-1000	940-1000
A-	920-939	920-939
B+	900-919	900-919
B	860-899	860-899
B-	840-859	840-859
C+	820-839	820-839
C	780-819	780-819
C-	760-779	760-779
D+	740-759	740-759
D	700-739	700-739
D-	680-699	680-699
F	679 and below	679 and below

Student Classification

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

Classification	Semester Hours Earned
First Year Graduate	0–29.99
Second Year Graduate	30.00–59.99
Third Year Graduate	60.00–89.99
Fourth Year Graduate	90.00 +
Doctoral	Pursuing a doctoral degree

Advisors and Course Selection

Each **resident** student will be assigned a faculty advisor upon acceptance to the University. The advisors will guide students in course selection. All questions concerning academic issues should be directed to the advisors. Students are encouraged to contact their advisors for help with any school-related problems they may encounter during the academic year.

Liberty University Online will assist **online students** throughout their studies. Liberty University Online serves to guide students in their course selection as well as help answer questions regarding academic issues or school-related problems.

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

Only courses and degrees from institutions accredited by agencies recognized by the Department of Education will be evaluated for transfer credit (e.g., SACSCOC, TRACS, ABHE, etc.). Applicants must request official transcripts to be sent directly from the Registrar(s) of the previous

school(s) to the Offices of Graduate Admissions. These transcripts must be received before an admission decision will be made. Credits transferred from other institutions are awarded grades of P for Pass, and do not impact a student's Liberty University GPA or academic standing.

In order to receive direct credit for a course, the description must overlap the Liberty University course content at least 80%. Courses that do not match a Liberty University course by at least 80% are eligible to transfer as elective credit where allowable. Elective credit is coded as 5XX to 9XX, depending on the level of the course.

Course work from a degree on the same academic level previously earned through Liberty University is considered transfer credit, and is subject to the same restrictions as course work completed through other institutions.

See additional information about the evaluation of graduate transfer in the Graduate Admissions Section.

Experiential Learning Credit

In order to demonstrate they have met the learning outcomes of a course, students who have already applied to Liberty University may submit an Experience Plus portfolio. Students are responsible for identifying the courses for which they intend to show equivalency, but they are encouraged to first make sure that their program does not involve any kind of licensure or other certifications that are received from state or other government entities or military branches as these circumstances prevent a student from going through this process. The portfolio review requires a nonrefundable \$100 assessment fee. Students seeking credit for more than one course must submit a separate portfolio per course for which credit is requested. A maximum of 50% of experiential learning credits can be awarded and applied toward a graduate degree at Liberty University.

The Portfolio Guidelines are as follows:

- Students must be accepted into a program at Liberty University.
- Prepare a portfolio(s) using the guidelines established at <http://www.liberty.edu/online/credit-experience-by-portfolio>.
- Portfolios will be evaluated by appropriately credentialed faculty to determine if credit can be awarded for life experiences. Students are not guaranteed credit for these experiences.
- Portfolios may not be submitted for internships, practica, dissertations, thesis courses, or other courses that are identified as non-transferrable.
- The hours awarded are counted as transfer hours and are not considered as hours earned at Liberty University. These credits will not be applied to a student's GPA calculation.
- Credit earned through this process will not be counted toward the required minimum institutional credits that must be completed through Liberty University for a graduate degree.

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.

Outgoing Transfer Credit

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

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.

Online Course Registration, Activation, and Completion Dates

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

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

Online Course Materials

Online students must purchase all course materials from MBS Direct. Materials for some practicums and intensives may be purchased from the University Bookstore. Students should purchase materials after registration but prior to the sub-term begin date (course activation). Liberty does not guarantee that required course materials will be available after the sub-term activation date. Tuition does not cover the cost of course materials.

Class Attendance

Regular attendance in 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/Class+Attendance+Graduate>.

Class Cancellation Policy

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

Late Assignment Policy for 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.

Late Assignment Policy for Online Courses

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

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

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

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

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.

Academic Standing

Students must maintain satisfactory academic standing to remain at Liberty.

Academic standing is calculated at the end of each Fall and Spring term, or upon completion of all courses within a term, 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. Please refer to the end of this sub-section for a chart listing the cumulative GPA's required for good academic standing for all current degree programs.

A student's cumulative GPA comprises all coursework completed at the current academic level (Undergraduate, Graduate or Doctoral) regardless of prior degree conferral, broken enrollment or a program/major change.

Academic Warning

Students failing to attain and maintain the cumulative GPA required for good academic standing in their degree program will be placed on **Academic Warning**. Students on Academic Warning will be required to take GRST 501 Graduate Success Strategies (0 c.h.) in their next semester of enrollment, unless they have already taken and passed the course.

Academic Probation

At the end of the term on Academic Warning, students who fail to raise their cumulative GPA to the required level will be placed on **Academic Probation**. Students on Academic Probation will be required to take GRST 501 Graduate Success Strategies (0 c.h.) in their next semester of enrollment, unless they have already taken and passed the course.

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.

Academic Suspension

At the end of the term on Academic Probation, students who fail to raise their cumulative GPA to the required academic level will be placed on **Academic Suspension**.

All graduate and doctoral students, both residential and online, who desire to return to Liberty in the future must appeal to the Registrar's Office in writing through the designated portal. Appeals will be considered by the academic department. If the student's appeal 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.

Academic Dismissal

Students who fail to raise their cumulative GPA to the required academic level (see above) by the end of the subsequent term and/or who fail to meet the terms of their Academic Contract will be **Academically**

Dismissed and will not be allowed to appeal to return to Liberty unless a period of at least two academic years has passed.

When academic standing is updated, students on **Academic Warning, Probation, Suspension, and Dismissal** will be sent a notification by the Registrar's Office.

Students on **Academic Suspension** or **Academic Dismissal** are not eligible for admission as Special (non-degree-seeking) Students.

Academic Standing GPA Chart

2.00

- Advanced Graduate Certificates - ALL (excluding Executive & Post-Graduate Certificates)
- Graduate Certificates - ALL (excluding the Graduate Certificate in Epidemiology)
- Master of Arts in Applied Ministry (MA)
- Master of Arts in Biblical Exposition (MA)
- Master of Arts in Biblical Languages - 36- & 45-hour (MA)
- Master of Arts in Chaplaincy (MA)
- Master of Arts in Christian Ministry (MACM)
- Master of Arts in Church Planting (MA)
- Master of Arts in Educational Ministries (MA)
- Master of Arts in Humanitarian Action & Human Rights (MA)
- Master of Arts in Religion (MAR)
- Master of Arts in Sports Chaplaincy (MA)
- Master of Arts in Theological Studies (MATS)
- Master of Arts in Worship Studies (MA)
- Master of Divinity (MDiv)
- *Master of Divinity-Chaplaincy – 72-hour (MDiv)¹*
- *Master of Divinity-Chaplaincy – 75-hour (MDiv)¹*
- *Master of Divinity-Chaplaincy – 93-hour (MDiv)¹*
- Master of Divinity in Professional Chaplaincy (MDiv)
- Master of Religious Education (MRE)

2.50

- Master of Arts in Executive Leadership (MA)
- *Master of Arts in Human Services (MA)¹*
- Master of Arts in Human Services Counseling (MA)
- Master of Arts in Interdisciplinary Research (MA)
- Master of Arts in Interdisciplinary Studies (MA)
- Master of Arts in Pastoral Counseling (MA)
- Master of Education in Curriculum & Instruction (MEd)
- *Master of Education in Teaching & Learning (MEd)¹*
- Master of Education in Higher Education (MEd)

3.00

- Advanced Standing Master of Social Work (MSW)
- Doctor of Business Administration (DBA)
- *Doctor of Business Administration - project (DBA) - students admitted for Fall 2020 forward¹*
- Doctor of Criminal Justice (DCJ)
- Doctor of Education in Administration & Supervision (EdD)
- Doctor of Education in Christian Leadership (EdD) - 54-hour
- *Doctor of Education in Christian Leadership (EdD) - 60-hour¹*

- Doctor of Education in Community Care & Counseling (EdD)
- Doctor of Education in Curriculum & Instruction - 54-hour (EdD)
- *Doctor of Education in Curriculum & Instruction - 60-hour (EdD)¹*
- Doctor of Education in Educational Leadership - 54-hour (EdD)
- *Doctor of Education in Educational Leadership - 60-hour (EdD)¹*
- Doctor of Education in Higher Education Administration (EdD)
- Doctor of Education in Instructional Design & Technology (EdD)
- *Doctor of Education in School Administration & Supervision (EdD)¹*
- Doctor of Education in Special Education (EdD)
- Doctor of Health Sciences (DHSc)
- Doctor of Law and Policy (DLP)
- Doctor of Ministry (DMin)
- Doctor of Music Education (DME)
- Doctor of Nursing Practice (DNP)
- Doctor of Philosophy in Advanced Educational Studies (PhD)
- Doctor of Philosophy in Applied Apologetics (PhD)
- Doctor of Philosophy in Anatomy & Cell Biology (PhD)
- Doctor of Philosophy in Aviation (PhD)
- Doctor of Philosophy in Bible Exposition (PhD)
- Doctor of Philosophy in Biblical Studies (PhD)
- Doctor of Philosophy in Business Administration (PhD)
- Doctor of Philosophy in Christian Leadership (PhD)
- Doctor of Philosophy in Christian Worship (PhD)
- Doctor of Philosophy in Communication (PhD)
- *Doctor of Philosophy in Counseling (PhD)¹*
- Doctor of Philosophy in Counselor Education & Supervision (PhD)
- Doctor of Philosophy in Criminal Justice (PhD)
- Doctor of Philosophy in Education (PhD)
- Doctor of Philosophy in Educational Leadership (PhD)
- Doctor of Philosophy in Educational Research (PhD)
- Doctor of Philosophy in Engineering (PhD)
- Doctor of Philosophy in Health Sciences (PhD)
- Doctor of Philosophy in Higher Education Administration (PhD)
- Doctor of Philosophy in History (PhD)
- Doctor of Philosophy in Music Education (PhD)
- Doctor of Philosophy in Nursing (PhD)
- Doctor of Philosophy in Organization & Management (PhD)
- Doctor of Philosophy in Practical Theology (PhD)
- Doctor of Philosophy in Psychology (PhD)
- Doctor of Philosophy in Public Administration (PhD)
- Doctor of Philosophy in Public Policy (PhD)
- Doctor of Philosophy in Strategic Media (PhD)
- Doctor of Philosophy in Theological Studies (PhD)
- Doctor of Philosophy in Theology & Apologetics (PhD)
- Doctor of Psychology in Clinical Psychology (PsyD)
- Doctor of Public Administration (DPA)
- Doctor of Strategic Leadership (DSL)
- Doctor of Worship Studies (DWS)
- Education Specialist in Administration & Supervision (EdS)
- Education Specialist in Community Care & Counseling (EdS)
- Education Specialist in Curriculum & Instruction (EdS)
- Education Specialist in Educational Leadership (EdS)

- Education Specialist in Educational Research (EdS)
- Education Specialist in Higher Education Administration (EdS)
- Education Specialist in Instructional Design & Technology (EdS)
- *Education Specialist in School Administration & Supervision (EdS)*¹
- Education Specialist in Special Education (EdS)
- Executive Certificates - ALL
- Graduate Certificate in Epidemiology
- Juris Master (JM)
- Juris Master in American Legal Studies (JM)
- Juris Master in International Legal Studies (JM)
- Master of Arts in Addiction Counseling (MA)
- *Master of Arts in Applied Industrial/Organizational Psychology (MA)*¹
- Master of Arts in Applied Psychology (MA)
- Master of Arts in Biblical Studies (MABS)
- Master of Arts in Christian Apologetics (MA)
- Master of Arts in Clinical Mental Health Counseling (MA)
- Master of Arts in Communication (MA)
- Master of Arts in Composition (MA)
- Master of Arts in Digital Content (MA)
- Master of Arts in Educational Studies (MA)
- Master of Arts in English (MA)
- Master of Arts in Ethnomusicology (MA)
- Master of Arts in Geography (MA)
- Master of Arts in Global Studies (MAGS)
- Master of Arts in History (MA)
- *Master of Arts in History - Comprehensive (MA)*¹
- Master of Arts in Human-Centered Design (MA)
- Master of Arts in Linguistics (MA)
- Master of Arts in Literature (MA)
- Master of Arts in Marriage & Family Counseling (MA)
- Master of Arts in Marriage & Family Therapy (MA)
- Master of Arts in Medical Sciences (MA)
- Master of Arts in Military Operations (MA)
- Master of Arts in Music & Worship (MA)
- Master of Arts in Music Education (MA)
- Master of Arts in Professional Communication (MA)
- *Master of Arts in Professional Counseling - 60-hour (MA)*¹
- Master of Arts in Professional Writing (MA)
- *Master of Arts in Promotion & Video Content (MA)*¹
- Master of Arts in Public History (MA)
- Master of Arts in Public Policy (MAPP)
- Master of Arts in Strategic Communication (MA)
- Master of Arts in Teaching - 36- & 45-hour options (MAT)
- Master of Arts in Teaching in Elementary Education Curriculum (MAT) / Education Specialist in School Curriculum & Instructional Planning (EdS) **dual degree**
- Master of Arts in Teaching in Middle Education Curriculum (MAT) / Education Specialist in School Curriculum & Instructional Planning (EdS) **dual degree**
- Master of Arts in Teaching in Secondary Education Curriculum (MAT) / Education Specialist in School Curriculum & Instructional Planning (EdS) **dual degree**
- Master of Arts in Teaching English as a Second Language (MA)
- Master of Arts in Teaching in Special Education - 36- & 45-hour options (MAT)
- Master of Arts in Visual Communication Design (MA)
- Master of Business Administration (MBA)
- Master of Education (MEd)
- Master of Education in School Counseling (MEd)
- Master of Fine Arts in Creative Writing (MFA)
- Master of Fine Arts in Digital Media Production (MFA)
- Master of Fine Arts in Graphic Design (MFA)
- Master of Fine Arts in Studio Art (MFA)
- Master of Laws in International Legal Studies (LLM)
- Master of Music in Performance (MM)
- Master of Nonprofit Management (MNM)
- Master of Public Administration (MPA)
- Master of Public Health (MPH)
- Master of Science in Accounting (MS)
- Master of Science in Aeronautics (MS)
- Master of Science in Athletic Training (MS)
- Master of Science in Biomedical Sciences (MS)
- Master of Science in Criminal Justice (MS)
- Master of Science in Cyber Security (MS)
- Master of Science in Engineering (MS)
- Master of Science in Engineering Management (MS)
- Master of Science in Exercise Science & Wellness (MS)
- Master of Science in Finance (MS)
- Master of Science in Geographic Information Systems (MS)
- Master of Science in Healthcare Administration - 42- & 48-hour options (MS)
- Master of Science in Health Informatics (MSHI)
- Master of Science in Homeland Security & Disaster Management (MS)
- Master of Science in Human Biology (MS)
- Master of Science in Human Performance (MS)
- Master of Science in Human Resource Management (MS)
- Master of Science in Information Systems (MSIS)
- Master of Science in Information Technology (MSIT)
- Master of Science in International Relations (MS)
- Master of Science in Marketing (MS)
- Master of Science in National Security (MS)
- Master of Science in Nursing (MSN)
- Master of Science in Nursing (MSN)/Master of Business Administration (MBA) – dual degree
- Master of Science in Nursing (MSN)/Master of Science in Healthcare Administration (MS) – dual degree
- Master of Science in Nutrition (MS)
- Master of Science in Political Science (MS)
- Master of Science in Project Management (MS)
- Master of Science in Psychology (MS)
- Master of Science in Public Safety (MS)
- Master of Science in Social Media Management (MS)
- Master of Science in Sport Management (MS)
- Master of Social Work - Advanced Generalist (MSW)
- Master of Theology (ThM)

- Post-Graduate Certificate in Psychiatric Mental Health Nurse Practitioner

3.25

- *Doctor of Business Administration - dissertation (DBA)*¹
- *Doctor of Business Administration - project (DBA) - students admitted prior to Fall 2020*¹

¹ Degree program is no longer offered for new and re-applying students

Academic Amnesty

Students Academically Suspended or Academically Dismissed from Liberty University may appeal for readmission under Academic Amnesty per the following protocols:

1. The student must not have been enrolled at the University for a period of two (2) years. (Example: If the student's last enrollment was in the Fall 2023 term, he/she would not be eligible to appeal for Academic Amnesty until **after** the Fall 2025 term.)
2. The student must submit a written appeal for readmission to the Registrar's Office through the designated portal. The appeal should include a thorough explanation of
 - a. the circumstances which contributed to the academic performance which resulted in the student's Academic Suspension or Dismissal and
 - b. why the student's present circumstances are more conducive to improved academic performance if permitted to resume his/her studies.
3. Corroboration may be requested of the student (e.g., transcripts from other institutions, certificates, awards).
4. Students who were Academically Dismissed because of academic dishonesty are not eligible for Academic Amnesty.

The Registrar's Office, upon reviewing the written appeal, must receive approval from Community Life and the academic department indicating the student is eligible for readmission.

If the student is approved by Community Life and the academic department, the Registrar's Office will submit the appeal for Academic Amnesty for review by the Office of the Provost.

If the student's appeal is approved, the grades will be revised as follows, and as determined by the Office of the Provost:

1. Programs with a graduation GPA of 2.50, 3.00, or 3.25: Grades of C, D and F (including +/- grades) will be revised to Q and will no longer be included in the calculation of the student's cumulative GPA. Grades of A and B (including +/- grades) will not be revised and will continue to be included in the calculation of the student's cumulative GPA.
2. Programs with a 2.00 graduation GPA: Grades of D and F (including +/- grades) will be revised to Q and will no longer be included in the calculation of the student's cumulative GPA. Grades of A, B, and C (including +/- grades) will not be revised and will continue to be included in the calculation of the student's cumulative GPA.
3. Students who have been granted Academic Amnesty are not eligible for graduation honors.

If any prior certificate or degree has been awarded through Liberty University, grades earned during that time 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.

Once the approved student's grades have been revised, he/she is eligible to apply for readmission. If the student meets all other applicable admission requirements, he/she will be readmitted on Academic Caution.

If the student desires to pursue a degree program that is different than the one for which he/she was approved for Academic Amnesty, he/she must submit a new appeal to the Associate Registrar for Academic Success, who in turn will submit the appeal to the Associate Dean over the student's desired program.

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.

If, after the first term of enrollment following readmission, the student's cumulative GPA falls below the minimum cumulative GPA 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.

If the Office of the Provost denies the student's appeal, that decision will be final. The student will not be permitted to resume the pursuit of any Graduate or Doctoral degree through Liberty University.

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.

Multiple Degrees

Credit from a degree completed through Liberty University may be applied toward a second degree of the same academic level (e.g., master's) earned through Liberty. The number of credits allowed to be applied toward the second degree may not exceed the maximum number of transfer credit for that degree as listed on the Transfer Credit Matrix.

In cases where the two degrees shared required courses in excess of the maximum amount of transfer credits allowed for the second degree, the student must take additional courses and use them as substitutions for the shared courses.

Any established exceptions to this policy will be noted either in the Transfer Credit Matrix and/or in the pertinent college/school section(s) elsewhere in this Catalog.

Dual Cognates or Concentrations

Students may not earn a degree with two or more cognates or concentrations (e.g., a Master of Arts in Human Services Counseling with cognates in Business and Executive Leadership). Any exception to

this policy for an individual degree program will be noted in the Catalog information pertaining to that program.

Students who have graduated with a degree may not apply for admission to pursue the same degree with a different cognate/concentration (example: a student who has earned a Master of Divinity [MDiv] degree with a cognate in Biblical Studies may not apply for admission to pursue a second MDiv with a cognate in Church History).

Change of Program

All requests to change degree programs, majors, cognates, and concentrations must be submitted through the online form by accessing <https://www.liberty.edu/registrar/change-of-major-or-minor/> for **resident** students and Liberty University Online Academic Advising for **online** students. The student will be placed on the Degree Completion Plan (DCP) or Certificate Completion Plan (CCP) in effect for the term for which the request is processed. 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.

Any Master of Business Administration (MBA) student seeking multiple cognates is required to complete all requirements for all cognates before his/her degree will be conferred. Changes to the degree 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.

A student must be admitted to a degree program before he/she may matriculate in that program.

Dropping/Adding Courses

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

Residential students desiring to take a Liberty University Online course must enroll in the course during the registration period. The course must be completed by the last day of the sub-term unless an extension is granted.

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.

Online students may drop a course for a full refund, any time prior to the sub-term start date.

The full policy statement for online students who are seeking to add or drop online courses are published in the Policy Directory.

Course Repeat Policy

Students who want to repeat a course taken at Liberty and have the lower grade removed from the cumulative GPA must satisfy each of the following guidelines:

1. All Master's-level programs will allow the repeat policy to be applied for a maximum of nine hours or three courses of repeated course work, with the exception of Master of Divinity programs, which will allow the repeat policy to be applied for a maximum of fifteen hours or five courses of repeated course work.

2. All post-Master's and Doctoral programs will allow the repeat policy to be applied for a maximum of three hours or one course of repeated course work.
3. All Graduate (including Advanced Graduate, Executive, and Post Graduate) Certificates will allow the repeat policy to be applied for a maximum of three hours or one course of repeated course work.
4. For Special (aka non-degree-seeking) students, the repeat policy may be applied for a maximum of three hours or one course of repeated course work.
5. Both the original course and the repeat of the course must be taken at Liberty University in order to activate the policy.
6. The repeat policy may be applied for the following grades: A, B, C, D, F, FN, P, NP, or PR (including +/- grades).
7. The repeat policy may not be applied for the following grades: AU, I, NF, Q, or W.
8. The higher grade, whether it is the original grade or the repeat grade, will apply toward the cumulative GPA.
9. When a course is repeated, the lower grade will be followed on the student's transcript by the letter "A," which will indicate that the lower grade has been excluded from the earned hours, but is still included in the GPA hours, quality points, and the computation of the cumulative GPA. The lower grade will also remain on the student's transcript as attempted hours.
10. The higher grade will be followed by the letter "I," which will indicate that the higher grade will be included in the earned hours, GPA hours, quality points, and the computation of the cumulative GPA.
11. Once the repeat policy has been applied, the letter "A" following the lower grade is replaced by the letter "E" which indicates that the lower grade is excluded from the earned hours, GPA hours, quality points, and the computation of the cumulative GPA. However, the lower grade will remain on the student's transcript as attempted hours.
12. This policy is retroactive to include any course taken at Liberty University.
13. Use of the repeat policy for a prior semester will not affect the academic standing for that semester.
14. Once a student has a conferred degree, the Graduate 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 Graduate or Doctoral GPA at Liberty, provided the student has not already used the repeat policy for the maximum allowed number of hours/courses.
15. If a student has earned a degree, and goes on to pursue a second degree, any use of the repeat policy in the pursuit of the first degree will not count toward the total number of uses of the repeat policy allowed under the second degree.
16. If a student is pursuing a degree, and changes to another degree without completing the first degree, any use of the repeat policy in pursuit of the first degree will count toward the total number of uses of the repeat policy allowed under the second degree, even if the first degree, or course work completed in the pursuit of the first degree, are in a different discipline than the second degree.
17. Any approved exception to this policy pertaining to a specific degree program will be stated in this Catalog in the Graduation Requirements information for that degree program.

Independent Study / Directed Research

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

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

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

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

Incompletes

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

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

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

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

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

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

Military Incompletes

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

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

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

Grade Appeals

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

Criteria for Appeal:

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

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

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

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

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

Appeal Process:

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

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

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

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

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

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

Withdrawal from Liberty University

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.

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 representative from the Student Advocate Office of his/her intent to withdraw.

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

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.

Students receiving all grades of FN will be considered to have unofficially withdrawn from Liberty. The withdrawal date will be determined by the Registrar's Office and will be based upon the student's last date of attendance in class. Students with Federal grants and/or Federal loans will be subject to the Title IV withdrawal calculation. The Title IV withdrawal calculation will result in the reduction and/or cancellation of all Financial Aid. Consideration will be given to students withdrawing due to circumstances beyond their control.

An expulsion resulting from violation of the disciplinary system will result in an administrative withdrawal. A grade of W will be recorded in all active courses for which the individual is officially registered.

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.

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).

Liberty University Online Withdrawal

Online students withdrawing from the University must contact the Liberty University Online Academic Advising Department via the student's Liberty University email account or via the phone to start the process.

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

Online Program Unofficial Withdrawals

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

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

Unofficial Withdrawal for Non-Attendance Appeal Process:

Students who receive a grade of "FN" may appeal to their professor to have the grade removed to resume work in the course. All professors have the right to approve or deny FN appeals at their own discretion.

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

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/>.

The Liberty Way | Student Honor Code

Liberty University's student honor code, known as The Liberty Way, is a set of guidelines governing academic and personal conduct, reflecting the institution's commitment to Christian values. It encompasses expectations for academic performance and community standards aligned with biblical principles. The code outlines disciplinary actions for violations, ranging from warnings to expulsion. The university provides appeal processes, allowing students to seek reconsideration of disciplinary actions. For the latest and most detailed information, please refer to the official Liberty University website.

Theses and Dissertations

Some graduate degrees require a thesis, thesis project, or dissertation for graduation. Graduate thesis and dissertation requirements will not be considered complete until receipt of an acceptable copy of the approved thesis or dissertation is confirmed by the Jerry Falwell Library in accordance with current library deposit policies.

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>.

Dual Enrollment

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

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

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

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

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

- Student Financial Services > Eligibility & Enrollment for Aid
- Policy Directory > Enrollment Levels and Types

Dual enrollment is not available to the following students:

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

Time Limits for Certificate Completion

Students pursuing a certificate must complete the certificate requirements within three (3) 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 Certificate Completion Plan (CCP) in effect at the time of his/her readmission.

A break in enrollment occurs when the student fails to enroll in at least one course during an academic year. The academic year begins with the start of the fall semester and ends with the conclusion of the summer term. Students who break enrollment must apply for readmission and will be subject to the requirements of the Catalog and certificate requirements in effect at the time of their readmission.

Time Limits for Degree Completion

All 30-47 semester hour masters' programs have a maximum time limit of five years from the date of matriculation. All 48-60 semester hour master's programs, doctoral programs, or degrees offered outside the regular semester have a maximum time limit of seven years from the date of matriculation. All over-60 semester hour master's programs and doctoral programs have a maximum time limit of ten years from the date of matriculation.

Any approved exceptions to the policies noted above, pertaining to a specific degree program, will be stated in this Catalog in the Graduation Requirements information for that degree program.

Any student who does not complete coursework within the permissible time limit for any reason – including discontinued enrollment – must reapply for admission. The respective program director will determine if any previous courses are sufficiently time sensitive and must be repeated. Beginning with the date of readmission, the time limit for degree completion is determined by the number of hours remaining: less than 48 hours – five years; 48-60 hours – seven years; more than 60 hours – ten years.

For **resident students**, a break in enrollment occurs when the student fails to enroll in either the Fall or Spring semesters. For **online students**, a break in enrollment occurs when the student fails to enroll in at least one course during an academic year. The academic year begins with the start of the fall semester and ends with the conclusion of the summer term. Students who break enrollment must apply for readmission and will be subject to the requirements of the Catalog and degree requirements in effect at the time of their readmission.

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 online courses should have grades submitted to the Registrar on or before the second Wednesday after the course ends. Faculty teaching residential 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.

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 instructors.

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 an assignment for extra credit after the semester has ended and a final exam has been given.

Academic Transcripts

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

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

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 Requirements

The following general guidelines for graduation apply to each candidate for a graduate degree. Any additional requirements are specified in the section which describes a particular program.

1. Post-baccalaureate, graduate, or professional programs must be at least 30 semester credit hours.
2. The complete program of study for the degree, as outlined in the catalog in effect when the student is accepted as a degree candidate, must be successfully completed before graduation.
3. The student must have a cumulative GPA of 3.00 unless otherwise stated.
4. The cumulative GPA will be used (a) to determine eligibility for (1) conferral and (2) graduation honors and (b) as the "Degree Awarded GPA" that will be posted on the student's transcript. The cumulative GPA comprises all Liberty University coursework completed at the academic level of the degree being awarded (Graduate or Doctoral) regardless of prior degree conferral or certificate completion, broken enrollment, or a program/major change.
5. At least one-third of the course work for any program of study must be earned through Liberty University. The minimum number of hours which must be completed through Liberty for each degree program is noted in this Catalog in the Graduation Requirements section for that program.
6. Students in post-graduate programs are permitted to use up to 15 hours of 500/600-level courses if permitted by their Degree Completion Plan.
7. The student must submit a Degree Completion Application to the Registrar's Office at the beginning of his/her final semester.
8. Changes to the degree will not be permitted once the student is in final courses for the current semester and the Degree Completion Application is on file.

9. Any student seeking multiple cognates is required to complete all requirements for all cognates before their degree will be conferred.
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, he/she 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.

Certificate Completion Requirements

1. The complete program of study for the certificate, as outlined in the catalog in effect when the student is accepted to the certificate, must be successfully completed.
2. The student must have a cumulative GPA of at least 2.00. Students pursuing Executive certificates, Post-Graduate certificates, or the Graduate certificate in Epidemiology must have a minimum cumulative GPA of at least 3.00.
3. The cumulative GPA will be used (a) to determine eligibility for conferral and (b) as the "Certificate GPA" that will be posted on the student's transcript. The cumulative GPA comprises all Liberty University coursework completed at the Graduate academic level, regardless of prior degree conferral or certificate completion, broken enrollment, or a program/major change.
4. No grade of D may be applied to the certificate (includes grades of D +/D-). For students pursuing Executive certificates or Post-Graduate certificates, no grade below B- may be applied to the certificate.
5. A maximum of 50% of the program hours may be transferred if approved and allowable, including credit from an earned degree from Liberty University on the same academic level.
6. The student must submit a Certificate Completion Application to the Registrar's Office at the beginning of his/her final semester.
7. 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.
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, he/she must do so under a new application.*

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

Graduation 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 Honors

Graduation honors are available for all graduate, post-graduate, and doctoral programs. Certificate students do not receive graduation honors.

Honors for graduation will be determined by the cumulative GPA earned at Liberty. **Note: The cumulative GPA comprises all Liberty University coursework completed at the academic level of the degree being awarded**

(Graduate or Doctoral) regardless of prior degree conferral, broken enrollment or a program/major change. Cumulative GPA is calculated to the hundredths place and is not rounded. Students must meet the following GPA standards to earn the corresponding academic distinction:

GPA	Distinction
3.90 – 3.94	Graduate with distinction
3.95 – 4.00	Graduate with high distinction

The specific honor calculated on April 1 of the student's graduation year will be printed in the commencement program and the student will wear that particular honor regalia; however, the final cumulative grade point average will be recorded and that final cumulative GPA will determine the specific honor that will be printed on the diploma and transcript. Students in certificate programs are not eligible for graduation honors.

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.