

# LIBERTY

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U N I V E R S I T Y <sup>TM</sup>

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## *Registrar*

### Undergraduate Resident Academic Policy Handbook

2010 - 2011

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Lynchburg, Virginia 24502-2269  
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Jerry Falwell, Jr.  
Chancellor/President

*Liberty University is accredited by the  
Commission on Colleges of the Southern Association of Colleges and Schools  
to award associate, bachelor, master, and doctoral degrees.*

Adapted from the Undergraduate Catalog

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## FINAL EXAM SCHEDULE 2010-2011

### FIRST SEMESTER

#### General Policies and Procedures:

1. No exam will be taken earlier than the scheduled time
2. Final grades for the Fall 2010 semester are due by Thursday, December 23 by 4:00 p.m.
3. Faculty should contact the Registrar's Office via email to [wparker@liberty.edu](mailto:wparker@liberty.edu) concerning courses that are not standard meeting times to avoid potential scheduling conflicts.

Classes Meeting At: Will Have Exams At:

	<u>Fri. - Dec. 10th</u>	<u>Mon. - Dec. 13th</u>	<u>Tues. - Dec. 14th</u>	<u>Wed. - Dec. 15th</u>	<u>Thur. - Dec. 16th</u>
MWF 7:40am		8a - 10a			
TR 7:40am				8a-10a	
T 7:40 hybrid				8a-10a	
R 7:40 hybrid					8a-10a
MWF 8:50am	8a-10a				
TR 9:15am			10:30a-12:30p		
T 9:15 hybrid			10:30a-12:30p		
R 9:15 hybrid		3:30p-5:30p			
MWF 11:25am	10:30a-12:30p				
TR 10:50am			8a-10a		
T 10:50 hybrid			8a-10a		
R 10:50 hybrid					10:30a-12:30p
MWF 12:35pm		10:30a-12:30p			
TR 12:25pm			1p-3p		
T 12:25 hybrid			1p-3p		
R 12:25 hybrid					3:30p-5:30p
MWF 1:45pm	1p-3p				
TR 2:00pm			3:30p-5:30p		
T 2:00 hybrid			3:30p-5:30p		
R 2:00 hybrid					1p-3p
MWF 2:55pm		1p-3p			
M only 3-6pm		1p-3p			
W only 3-6pm				3:30p-5:30p	
TR 3:35pm	6p-8p				
T only 3-6pm	6p-8p				
R only 3-6pm	3:30p-5:30p				
MWF 4:05pm				3:30p-5:30p	
TR 5:10pm				10:30a-12:30p	
M only 6pm classes		6p-8p			
W only 6pm classes				6p-8p	
T only 6pm classes			6p-8p		
R only 6pm classes					6p-8p

**FINAL EXAM SCHEDULE 2010-2011**  
**SECOND SEMESTER**

General Policies and Procedures:

1. No exam will be taken earlier than the scheduled time
2. Final grades for the Spring 2011 semester are due by Friday, May 20 by 4:00 p.m.
3. Faculty should contact the Registrar's Office via email to [wparker@liberty.edu](mailto:wparker@liberty.edu) concerning courses which are not standard meeting times to avoid potential scheduling conflicts.

Classes Meeting At: Will Have Exams At:

	<u>Thurs. - May 5th</u>	<u>Fri. - May 6th</u>	<u>Mon. - May 9th</u>	<u>Tues. - May 10th</u>
MWF 7:40am		8a - 10a		
TR 7:40am	8a-10a			
MWF 8:50am			8a-10a	
TR 9:15am			10:30a-12:30p	
MWF 11:25am		10:30a-12:30p		
TR 10:50am	10:30a-12:30p			
MWF 12:35pm		1p-3p		
TR 12:25pm			1p-3p	
MWF 1:45pm			3:30p-5:30p	
TR 2:00pm	1p-3p			
MWF 2:55pm		3:30p-5:30p		
M only 3-6pm		3:30p-5:30p		
W only 3-6pm		6p-8p		
TR 3:35pm	3:30p-5:30p			
T only 3-6pm	3:30p-5:30p			
R only 3-6pm				8a-10a
MWF 4:05pm		6p-8p		
TR 5:10pm	6p-8p			
M only 6pm classes			6p-8p	
W only 6pm classes				10:30a-12:30p
T only 6pm classes	6p-8p			
R only 6pm classes				1p-3p

## Student Classifications

Undergraduate students are recognized by classification, which is determined by hours successfully completed toward graduation. (*"In Progress"* courses are not calculated.)

### Student Classification

### Hours Toward Graduation

Freshman	0 - 23.99 hours
Sophomore	24 - 47.99 hours
Junior	48 - 71.99 hours
Senior	72 and above hours

## Change of Major/Minor

### ***TO CHANGE YOUR MAJOR OR MINOR:***

Pick up a ***Declaration of Major/Minor and Change of Major*** form from the Center for Academic Support and Advising Services located at **DeMoss Hall 2016**.

## Double Majors

- Students who wish to complete a double major (ex. **BS and BS** or **BA and BA**) or two separate undergraduate degrees (ex. **BS and BA** or **BS and BM** or **BA and BM**) must meet with their professional advisor in CASAS to work out a completion plan.
- Students must have 30 unique hours within the core of the second major or degree. The foundational and investigative studies 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 can be used as electives for the second major, and vice versa.

## 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 50% of the course work must be earned at Liberty University. Finally, students who are completing requirements for a Bachelor of Arts degree, which requires twelve hours of a language, may take one additional, approved course in the chosen language and declare a minor in that language.

## Degree Completion Plans – Choosing Correct Courses

- Declare your major.
- Retrieve a Degree Completion Plan (DCP) from the Registrar's website: [www.liberty.edu/registrar](http://www.liberty.edu/registrar)

- You are required to follow the DCP for the academic year in which your declaration became effective.
- Each requirement must be completed successfully. Revisions to an original DCP must be approved in writing by the department chairperson.
- Grades of "D" are not acceptable in upper level courses (300-400 level) within a student's major. Integrative courses are not considered to be part of a major. For certain majors, a grade of 'D' is not acceptable in upper level and lower level courses.
- If a major includes directed electives or support courses, it is possible to use them to also meet a general education requirement or a minor requirement.
- Courses cannot fulfill a general education and major 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 into Liberty from the completed degree, but only courses that apply directly to the degree being pursued. For additional majors, each additional major must uniquely contain 30 hours. (See Double Majors)

## Request for a Course Substitution

A **Course Substitution Form** may be used when a student wishes to *substitute* a course for a required LU course when there is a clear relationship between the two courses. In this instance, the signature of the chairperson presiding over the department in which the required course is housed will be needed. This form may also be used when a chairperson approves a complete *replacement* for an LU course requirement within the major or minor for which he/she is responsible. In this instance, the signature of the chairperson of the student's major or minor will be needed.

*Note:* The approval of the substitution will apply toward degree requirement(s) met, but does not change the course number on the student's academic transcript.

## Registering for Classes / On-Line Registration

**Registration can be confusing, so follow the instructions!**

Undergraduate students are no longer required to meet with their academic advisor prior to registering unless they fall in one of the following categories:

- All first semester Freshman
- Second semester Sophomores
- Students who have changed majors (recommended)
- Second semester Juniors (recommended)
- Special Populations: Student Athletes (NCAA), International Students, ODAS students, AOP students, Students in the School of Engineering and Computational Sciences, and any student who has an Academic Hold

For help registering with the ASIST program, please see this [PDF Registration Guide](#).

- Students with no holds on their accounts may register online through ASIST during their appointed registration dates. Check the following web pages during registration periods for exact dates: [Student Announcements Page](#) and the [Registrar's Official Page](#).
- Students who have a registration hold on their account may receive an error message when attempting to register through ASIST. Holds might include:
  - Academic hold – see CASAS for Academic Warning and Academic Probation. See the Registrar's Office for Academic Suspension and Academic Dismissal.
  - Financial hold – see the Student Accounts Office
  - International hold – see the International Office
  - Admissions hold – see the Admissions Office
- In order to register for a course that is full, a student must obtain the signature of the course instructor on a Drop/Add form and submit the completed form to the Registrar's Office prior to the end of the Drop/Add period.
- Students must come to the Registrar's Office to process Internships, Prerequisite Overrides, Independent Studies, Directed Research, Audits, and other special registration situations. (Internship applications must be completed during the semester PRIOR to completion—see the Career Center.) Students who have received approval for a course substitution that is a prerequisite for another course will also need to register for the desired course(s) in person.
- Degree Completion Plans are available online at [www.liberty.edu/registrar](http://www.liberty.edu/registrar). Students should pay careful attention to their Degree Completion Plan when registering for courses.

## Adding, Dropping, or Withdrawing From Courses

### *SPRING/FALL Semester:*

- A Spring/Fall semester course may be added or dropped without a grade by 4 p.m. on the fifth day of the semester. There is no charge for classes dropped during this period. After this time period, no class may be added or dropped.
- A Spring/Fall semester course may be dropped with a grade of "W" from the sixth day of the semester until the last day of classes (*prior* to the final exam period). The student is responsible for using the university calendar to verify the exact date. The request must be processed using a **Course Withdrawal Form** in the Registrar's Office or by using the following link: [Course Withdrawal Form](#). The student remains responsible for tuition and fees for withdrawn courses.
- CLST 101,102, 103 & 105, FRSM 101, GNED 101 & 102, and INFT 110 cannot be dropped or withdrawn without departmental permission.
- Courses can be officially added or dropped on-line through the end of the Drop/Add period. Only courses requiring special permission, prerequisite override, or closed classes have to be processed in the Registrar's Office.
- Students who have **never** attended a course for which they are registered will have their course dropped after the Drop/Add period. Faculty verification of the non-attendance is required.
- Independent Study/Directed Research forms should be completed and approved in the semester prior to registration.
- Prior approval must be received from the Internship Coordinator in order to register for the Internship Program. All internship drops and withdrawals must be approved by the Internship Coordinator.

### *INTENSIVES (1-2 Weeks):*

- An undergraduate intensive may be added up to the first day of class by 4:00 p.m. On the first

day or beyond, the instructor's signature must be obtained on a Drop/Add form..

- An undergraduate intensive may be dropped without a grade or tuition charges through the first day of class until 4:00 p.m.
- An undergraduate intensive may be dropped with a grade of "W" through noon on the last day of the course. The student is responsible for tuition and fees for all withdrawn courses.
- *NOTE:* Changes in enrollment status may cause the reduction or cancellation of Financial Aid awards.

#### ***SUMMER SCHOOL (3 or more Weeks):***

- A summer school course may be added up to the first day of class by 4:00 p.m. On the first day or beyond, the instructor's signature must be obtained on a Drop/Add form.
- A summer school course may be dropped without a grade or tuition charges through the third day of class until 4:00 p.m.
- A summer school course may be dropped with a grade of "W" by 4:00 p.m. fourteen business days after the first day of class. The student is responsible for tuition and fees for a withdrawn course.

## **Auditing a Class**

Students who wish to audit a residential course may do so for a fee (see Expenses and Financial Policy section). Audit fees are not covered in block-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.

Lecture only course may be audited. Courses considered lecture/lab, labs, private instruction, etc. may not be audited. Audited courses will not count toward graduation requirements.

Course audits may not be added using ASIST, but must be requested in person at the Registrar's Office. Requests to audit a course will only be accepted during the Drop/Add 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 Drop/Add 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 Drop/Add period. Requests to change to or from audit status after the Drop/Add period will be denied.

## **Special Student Registration**

- Prospective students must apply as special students and receive confirmation of acceptance.
- Special students may not accumulate more than 12 credit hours under this status.
- Once accepted, students must submit a Drop/Add form to the Registrar's Office to register for classes.
- Students who have been academically dismissed are not eligible to return to Liberty under the special student category.

## Independent Study/Directed Research

- Independent Studies are approved only for graduating seniors, students who have changed programs of study, and students with extenuating circumstances. Permission for an independent study will be granted upon approval from the Instructor, Departmental Chairperson, Dean of the School, Student Accounts, and the Registrar. **Independent Study** forms are available in the Registrar's Office.

### ***Procedures to Follow:***

1. Obtain an Independent Study/Directed Research form either from the Registrar's Office or the Department.
2. Discuss the need with the chairperson over that discipline of study.
3. The Department Chairperson of that discipline needs to approve the course, along with the Dean of the College or School.
4. The student is responsible for ensuring that all appropriate signatures from instructor, chair, dean, and Student Accounts are on the form.
5. Pay tuition and fees at the Student Account's Office if applicable.
6. The approved Independent Study Form must be submitted to the Registrar's Office along with a course syllabus.
7. The course is entered on the student's schedule upon submission to the Registrar's Office.
8. All paperwork for an Independent Study must be submitted prior to the Drop/Add period for that semester.

## Semester Load

- To qualify as a full-time undergraduate student, you must be enrolled for at least 12 hours.
- A part-time student must be enrolled in at least 6 hours

## Overload Policy

- Registering for 19-20 undergraduate credit hours requires a cumulative GPA of 3.0 and approval from the Departmental Chairperson.
- Registering for 21 or more undergraduate credit hours requires a cumulative GPA of 3.5 and approval from the Dean of that school or college.
- The approval from the department Chair or Dean must be on a Drop/Add form.
- Any hours above 18 will result in additional tuition charges for each hour above 18.

## Class Attendance

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 is expected of all students.** At times, students will

miss classes. These absences will be identified as either excused or unexcused and will be handled per the policy below:

### ***Excused Absences***

Excused absences include all Liberty University sponsored events, to include athletic competition or other provost-approved event.

- Absences due to medical illness that are accompanied by a doctor's note will be excused.
- Absences due to family situations such as death in the family or a severe medical condition will be excused.
- Students will *not* be penalized for excused absences and will be permitted to make arrangements to complete missed work.

### ***Unexcused Absences***

- Classes that meet:
  - Three times per week will permit three unexcused absences per semester.
  - Twice per week will permit two unexcused absences per semester.
  - Once per week will permit one unexcused absence per semester.
- Questions regarding unexcused absences must be resolved by the student with the professor within one week of the absence. Students may appeal these decisions to the respective dean within one week.

Extraordinary circumstances regarding excessive absences will be addressed by the student with the faculty member, department chair, and dean as required.

- Penalties for each unexcused absence over the permitted number per semester will be as follows:
  - 50 points for classes that meet 3 times per week
  - 75 points for classes that meet 2 times per week
  - 150 points for classes that meet once per week
- 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 unexcused absence.
- Students who are more than 10 minutes late for class are considered absent

## **Class Roster**

- If a student's name is not listed on the class roster, then there is a problem with his or her registration. Go to the Registrar's Office immediately so the problem can be identified and corrected. A ***Drop/Add*** form may have to be processed.
- ***NOTE:*** Attending the wrong class or section all semester, even if a grade of "A" is earned, may result in an "F."

## Grades and Quality Points

All coursework is graded with letters, which are assigned quality points. The conversion from a letter grade to quality points is illustrated below:

Grade	Meaning	Quality Points Per Semester Hour
A	Excellent	4
AU	Audit	0
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FD	Failure for Academic Dishonesty	0
FN	Failure for Non-Attendance	0
I	Incomplete	0
IP	In Progress	0
M	Medical Incomplete	0
P	Pass	0
Q	Academic Amnesty	0
R	Course Repeated	0
W	Withdrew	0
WF	Withdrew Failing	0
X	Extension	0
Z	Unrecorded Grade	0

## Computing GPA

The Grade Point Average (**GPA**) is determined by credit hours and quality points. Every Liberty University course is allocated a specified number of credit hours. Upon completion of a course, the letter grade awarded is assigned a definite number of quality points (*see chart above*).

*Example:* A student received the following grades:

Course	Credit Hours	Grade	Quality Points
<b>BIBL 110</b>	3	A	12
<b>CHMN 101</b>	2	B	6
<b>ENGL 101</b>	3	C	6
<b>GNED 101</b>	1	A	4
<b>BIOL 101</b>	3	W	0
<b>HIUS 221</b>	3	D	3
<b>TOTAL</b>	<b>12*</b>		<b>31*</b>

\*GPA = Quality Points / Credit Hours

$$2.583 \text{ (GPA)} = 31(\text{quality points}) / 12 \text{ (credit hours)}$$

*(BIOL 101 does not count here since the course was dropped with a grade of "W".)*

FACTORS NOT AFFECTING GPA:

- "W" grades
- The grades for Pass/Fail courses
- Courses with 0 credit hours

### ***WHY GPA IS IMPORTANT:***

- GPA is used to determine the honor of the Dean's List. (*See section on Dean's List below*)
- GPA is (can be) used to determine Financial Aid awards
- Graduation honors are determined by a student's GPA.
- The cumulative GPA is used to verify satisfactory academic standing at Liberty University.

## **Dean's List**

Full-time undergraduate students with a GPA of 3.50 or above in a semester are eligible for the **Dean's List**. The Dean's List is awarded only in fall and spring semesters.

## **Incomplete Grades**

- Grades of "**I**" (*Incomplete*) may be initiated on an ***Incomplete Grade Report*** form only **during the last three weeks of classes** for Resident Students.
- Students who are unable to complete course work by the last day of class due to unavoidable circumstances may appeal to their professor for a temporary grade of "**I**".
- The instructor will allocate a reasonable length of time for the assignments to be completed. A time period of approximately four months may be granted for extreme situations. If the coursework is not completed by the deadline date, a grade will be determined based on the work completed.
- Upon receipt of a medical excuse from a physician or counselor, an instructor may assign a grade of "**M**" by using the ***Medical Incomplete Grade Report*** form.

## **Course Repeat Policy**

The purpose of the Course Repeat Policy is to allow students to have unwanted grades removed from their GPA calculation after the same course (or in certain cases a similar course) has been retaken at a later point in time. Courses retaken at Liberty and courses transferred into Liberty may be used. No form of standardized testing or institutional testing can be used in the Repeat Policy.

1. In order to activate the policy, the student must submit the Course Repeat Policy Form to the Registrar's Office. If the course was retaken at Liberty, then the last grade earned for the course at the time the policy is activated will be used toward the GPA calculation. If the course was retaken at another institution and transferred into Liberty, then the grade earned at the other institution will not be used toward the GPA calculation.
2. A maximum of 16 semester hours may be repeated under this policy.
3. The grade or grades which have been deleted from the calculation of the GPA will not count toward quality hours or hours earned, but will remain on the record as a course attempted. Under this policy, the grade(s) earned previous to the last grade earned will be changed to a grade of "R".
4. ENGL 100, MATH 100/108/110, CLST 100/101/103/105, GNED 101 & 102, and pass/fail courses may have the repeat policy applied without counting toward the 16 hour maximum.

5. When a student has taken the same course multiple times and uses the Course Repeat Policy, all prior earned grades for the same course will be replaced and only the number of hours for the first course taken will be applied to the 16 hour maximum.
6. Repeats for General Education courses will be evaluated as either an exact course match or with a similar course, which fulfills the identical General Education degree requirement.
7. Use of the Course Repeat Policy for a prior semester will not affect the academic standing for that semester. Academic standing in a prior semester can be changed only because of a grade reporting error.
8. The Course Repeat Policy form must be processed prior to graduation for the policy to be activated.

## Grade Appeal Process

The appeal process for believed errors on grade reports is as follows:

1. The appeal of the grade must be initiated within 30 days of the subsequent semester. The student must submit a written rationale to the instructor. The instructor must respond in writing within 10 days of the receipt of the written appeal.
2. If the student is not satisfied with the written response, the student must appeal in writing to the Department Chair within 10 days of the response. The Department Chair must provide a written response within 10 days of the receipt of the written appeal.
3. If the student is not satisfied with the response of the Department Chair, the student must provide a written appeal within 10 days of the response to the Dean of the College/School. The Dean of the College/School must respond in writing within 10 days of the receipt of the written appeal.
4. If the student is not satisfied with the response of the Dean, the student must appeal in writing within 10 days to the Senate Committee on Academic and Admission Standards (CAAS). The CAAS will follow the prescribed procedure of the Committee for the appeal of a grade. The recommendation of the Committee will be forwarded in writing, along with all previous documentation, to the Provost/VPAA. The decision of the Provost/ VPAA is considered final.

## Scholastic Regulations

Satisfactory scholastic standing for students enrolled in **bachelor's programs** is as follows:

<u>Academic Level</u>	<u>Required Cumulative GPA</u>
Level 1 (0-23.99 hours toward graduation)	1.50
Level 2 (24-47.99 hours toward graduation)	1.65
Level 3 (48-71.99 hours toward graduation)	1.85
Level 4 (72 or more hours toward graduation)	2.00

Academic standing is calculated at the end of the spring & fall semesters only. The Registrar will generate a list of students on Academic Warning, Probation, Suspension, and Dismissal and the appropriate letters will be forwarded to those students.

**REMEMBER: ACADEMIC STANDING IS NOT DETERMINED DURING THE SUMMER SESSIONS AND JANUARY INTERSESSION.**

# Academic Standing

## SCHOLASTIC REGULATIONS

### **Warning/Probation/Suspension/Dismissal**

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

#### **Minimum GPA**

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

### **Academic Warning**

Academic Standing is calculated only at the end of each fall and spring semester. Students failing to attain and maintain the academic standing required are placed on Academic Warning. During the next semester, undergraduate students are limited to a 13-semester-hour course load and are required to take CLST 101, 102, 103 or 105, and may not represent the University on any team without approval from the appropriate committee. In such instances, a grade of C or better must be earned in the assigned CLST course, or the course must be retaken in the **subsequent semester**. The course may not be dropped without permission from the Director of the Bruckner Learning Center.

### **Academic Probation**

At the end of the semester on Academic Warning, students who fail to raise the GPA to the required academic level (see above) are placed on Academic Probation. These students are required to sign a contract indicating the grades necessary to remove Probation status. During the next semester of attendance, undergraduate students are limited to a 13-semester-hour course load, are required to take CLST 101, 102, 103 or 105, and may not represent the University on any team without approval from the appropriate committee. In such instances, a grade of C or better must be earned in the assigned CLST course, or the course must be retaken in the **subsequent semester**. The course may not be dropped without permission from the Director of the Bruckner Learning Center.

### **Academic Suspension**

At the end of the semester on Academic Probation, students who fail to raise the 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. If approved to return, the Registrar/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 semester of attendance, undergraduate students are limited to a 13-semester-hour course load, are required to take CLST 101, 102, or 103, and may not represent the University on any team without approval from the appropriate committee. In such instances, a grade of C or better must be earned in the assigned CLST course, or the course must be retaken in the **subsequent semester**. The course may not be dropped without permission from the Director of the Bruckner Learning Center. Students should not expect automatic readmission after serving a period of Suspension. Students who are enrolled for 12 or more hours and fail all courses will be Academically Suspended. Students who are

readmitted to Liberty after serving a period of suspension and who fail to raise the GPA to the required academic level (see above) by the end of the semester will be Academically Dismissed and will not be allowed to return to Liberty unless qualifying for Academic Amnesty.

At the end of each fall and spring semester, 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 Amnesty**

Students academically suspended or dismissed from the university must satisfy the subsequent guidelines for readmission under academic amnesty:

1. Not enrolled at the University for a period of 5 years.
2. Eligibility for readmission affirmed in writing to the Registrar's Office by the following departments: (a) Student Accounts and (b) Student Affairs.
3. Upon receiving a written appeal from the student, the Senate Committee on Academic and Admissions Standards (CAAS) MAY approve readmission. Said request must be stated clearly and contain (a) reason for request, (b) efforts made to improve during absence from Liberty. Such corroboration as may be deemed necessary may be requested of the student, i.e., transcripts from other institutions, etc.
4. Only the allowable number of grade repeats that were remaining at the time of Dismissal can be utilized.
5. Grades of A, B, and C will remain on the student's record and will calculate into the GPA.
6. As determined by the CAAS Committee, grades of D and F are revised to Q.
7. Students who have been granted Academic Amnesty are not eligible for graduation honors.

## **Academic Code of Honor**

### **ACADEMIC MISCONDUCT**

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

#### ***Plagiarism***

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

- Omitting quotation marks or other conventional markings around material quoted from any printed source (including digital material)
- Directly quoting or paraphrasing a specific passage from a specific source without

properly referencing the source

- Replicating another person's work or parts thereof and then submitting it as an original
- Purchasing a paper (or parts of a paper) and representing it as one's own work

### ***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

### ***Falsification***

Falsification is a form of dishonesty in which a student misrepresents the truth, invents facts, or distorts the origin or content of information used as authority.

Examples include, but are not limited to:

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

## **PROCEDURES FOR THE INVESTIGATION, ADJUDICATION, AND LEVELING OF SANCTIONS FOR THE VIOLATIONS OF THE ACADEMIC CODE OF HONOR**

### ***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 Program Director and/or Dean, reduce a grade, adjust credit on an assignment and/or require additional work. The instructor may determine that a failing grade for the course is the appropriate sanction. In any event, the instructor will inform the student of the decision.

The reporting procedure is as follows:

- a. The instructor will write a report outlining the violation.
- b. The report will be provided to the student and the Program Director along with the sanctions recommended.
- c. If blatant academic dishonesty occurs in a clear and convincing manner, the student may receive a grade of F for the course in which the academic misconduct occurred.

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

### ***Sanctions***

If the professor determines that a sanction is called for, the professor may issue an oral or written reprimand, adjust credit and/or require additional work. The professor also maintains the right to assign the grade of F for the course if the investigation determines that it is the appropriate sanction. In this instance, the Registrar will record the F as FD, which will appear on the student's transcript. The repeat policy may not be applied to this grade. If the student is found guilty of academic dishonesty (either blatant or non-blatant) in any subsequent course where a grade of FD 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 Dean 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 and Dean reserve the right to adjust the sanction(s) as appropriate. A written copy of the decision shall be mailed or emailed 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.

### ***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 LU 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 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 "FD," 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.

### ***Reinstatement***

Upon receiving two or more grades of "F" in which an "FD" grade is recorded, 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 five 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.

## Transfer Credit

### ***UNDERGRADUATE:***

Undergraduate transfer applicants who have 60 transferable credit hours or more to their program of study at Liberty University do not need to submit a high school transcript, GED, or standardized test scores except when specifically requested to do so by the institution.

A sealed copy of the official transcript from **each** accredited college or university that the transfer applicant attended must be sent directly to the *Registrar's Office*. (LUO, Seminary & Graduate students should have transcripts sent to *ATTN: Office of Admissions* from the Registrar(s) of the respective institution(s) of higher learning.

All students who intend to transfer to Liberty University must be eligible for readmission at the last institution attended. Undergraduate transfer credit will be permitted from an accredited institution for those courses with a grade of "**C**" or better and equivalent to the courses offered at Liberty University. Transfer credit will **not** be granted for internships, practicums, independent studies, workshops, seminars, or remedial courses, etc. Transcripts are evaluated by the Registrar's Office under the guidelines established by the Committee on Academic and Admissions Standards.

Only courses from regionally accredited institutions or those accredited by other accrediting agencies approved by the US Department of Education will be evaluated for transfer credit (i.e. SACS, TRACS, AABC, etc.)

### ***INTERNATIONAL TRANSFER CREDIT:***

The evaluation of international transfer credit requires students to submit a translated official transcript in conjunction with course descriptions prior to the approval process.

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

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

## Address, Name, and Social Security Changes

A student needing to change his or her address can do so online or request an ***Address Change*** form from the Registrar's Office. A student wishing to change his or her name or social security number needs to fill out the appropriate form from the Registrar's Office and have official documentation available.

## Transcript of Records

- To order transcripts, visit the Registrar's Office website at [www.liberty.edu/transcripts](http://www.liberty.edu/transcripts).
- A fee of \$10 must accompany the request. For each additional transcript that is requested *in the same request*, the cost is only \$1 per copy.
- Transcripts (bearing the University Seal and signed by the Registrar) will be issued only when requested by the student online or in writing.
- A student's bill must be paid in full for an official transcript to be issued. An outstanding bill results in an unofficial transcript being processed.

## Withdrawing From School

### ***Withdrawing During the Semester***

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.

### ***Withdrawing Prior to the Next Semester***

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: Withdrawals 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. Students receiving all grades of FN will be considered to have unofficially withdrawn from Liberty.

### ***Withdrawal Date, Charges and Fees***

The withdrawal date will be determined by the Registrar's Office and will be based upon University information indicating 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. The Registrar's Office will determine the official withdrawal date based upon the extenuating circumstances. 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. 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.

### ***Enrollment Status after Withdrawing***

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.

## Course Work at Other Institutions

Complete the [\*Request to Take Courses at Another Institution/Transient Approval\*](#) form and return it to the Registrar's Office prior to registering for the class to obtain appropriate approval. Permission to take courses during the summer should be obtained prior to leaving campus in May. After the coursework has been completed, an official transcript must be sent to the Liberty University Admissions Office.

- Course descriptions must be submitted in conjunction with the completed ***Request to Take Courses at Another Institution*** form.
- If students receive pre-approval for course(s) being offered at another institution, transferability of the course(s) will be guaranteed for up to one year from the approval date.
- You must earn a grade of "C" or better in order for a course to transfer to Liberty University. Grades of "P" and "S" are not transferable.
- Students wishing to take courses at a Virginia Community College System school need to check the VCCS guide located online at the Registrar's Office webpage (<https://www.liberty.edu/index.cfm?PID=10655>). If the course(s) is approved and listed as transferable, the ***Request to Take Courses at Another Institution*** form is not necessary.

### **CONSORTIUM AGREEMENTS:**

Applications may be retrieved from the Financial Aid office or the Registrar's office. Students must have an approved ***Transient Approval*** form on file in the Registrar's Office. Completed applications are to be submitted to the Registrar's Office.

## Credit By Examination and Life Experience

- ***All CLEP and ICE tests must be completed prior to the start of your final semester upon graduation.***

### **Institutional Challenge Exam (ICE)**

- The student must consult the University Catalog to find out if it is possible to test-out of the course.
- The student must complete the Institutional Challenge Exam form obtained in the Tutoring/Testing Center.
- The score on the exam must be at least 70% for passing credit to be granted.
- If passed, the grade of "P" is submitted to the Registrar's Office and added to the student's record.
- A \$50 check or cash non-refundable registration fee is paid when the registration form is turned into the Tutoring/Testing Center. A \$77 check or cash test administration fee is due on the day the exam is taken.
- The maximum credits that can be challenged are 30 hours.
- A student may not attempt an ICE exam if the course has been previously taken or is currently being taken after the drop/add period.
- The hours awarded cannot be used to meet residency requirements.
- ICE cannot be retaken.
- Credit received for a course from an ICE exam may not be transferable to another institution.

## College Level Examination Program (CLEP)

CLEP's are national general and subject exams. Detailed information may be obtained from the Center for Academic Support and Advising Services or on [www.liberty.edu/clep](http://www.liberty.edu/clep) . Prior to credit being placed on a student's record, an official score report must be received from CLEP and a \$77-per-exam administrative fee must be paid.

## Liberty University Online

- A course taken through Liberty University Online (LUO) is not considered a transfer course and is calculated within the semester's course load. Grades earned through LUO will be calculated into a student's GPA.
- A resident student should register for a LUO course going to [www.liberty.edu/casas](http://www.liberty.edu/casas) and clicking the link for "Resident LU Online Course Registrations". You may also contact your Professional Advisor in CASAS with any questions regarding this process.
- A resident student must have at least a **2.0** GPA to be eligible to take LUO courses.

## Freshman Seminar

- FRSM 101 is a 0 credit hour course that all resident incoming freshman must complete during orientation week their first semester on campus.
- A freshman student may be exempt from taking FRSM 101 if he or she has transferred in 12 or more hours or has taken a comparable FRSM course at another approved institution. (These hours must be in addition to Advanced Placement, CLEP or Institutional Challenge Examinations (ICE) credits earned.)

## Christian /Community Service

Undergraduate residential students must successfully complete a CSER assignment for each semester in which they are enrolled for 12 or more hours (grades of *W* and *F* are counted as enrolled hours). A maximum of 8 semesters of CSER including GNED 101 and 102 are required for undergraduate students to graduate.

Resident students will be required to fulfill a minimum of 20 volunteer hours per semester. Student volunteers will not be permitted to earn academic credit, scholarship, or monetary compensation for work completed for CSER credit. In order to receive CSER credit, the appropriate forms must be completed and returned to the CSER office located in the Religion Hall room 101 prior to beginning service. For complete details about CSER:

- Log onto [www.liberty.edu](http://www.liberty.edu)
- Click "Academics"
- Click "Residential Programs"
- Choose the option "Community Service CSER"

## Honors Program

The application deadline for students interested in participating in the University Honors Program is May 1. The prerequisites are as follows:

- Expository essay must be attached to the Honors application. The essay should contain four to five typed pages on the topic, “*What I hope to Gain From an Honors Program Education at Liberty University.*”
- Freshmen - SAT score of 1270 or ACT composite score of 29 and an un-weighted high school GPA of a 3.50 or better;
- Submission of three letters of recommendation from present or former faculty members.
- Only students in the Honors Program may take honors courses. Contact **Dr. Jim Nutter (DeMoss 2196)** for further details.
- Complete both honors V and Honors application forms

For more information, consult the Honors Program website: [www.liberty.edu/academics/honors/](http://www.liberty.edu/academics/honors/)

## Thesis

Some degree programs involve the completion of a thesis prior to graduation. Contact the Dean for the particular school of discipline for detailed requirements. All undergraduate students in the Honors Program are required to complete a Senior Thesis.

## Inquiry Sheet

- An *Inquiry Sheet* should be completed for special permissions or unique situations in which a specified form is unavailable. *Inquiry Sheets* are available at the Registrar’s Office.

## Graduation Information

### ***GRADUATION APPLICATION:***

- Each candidate for graduation must complete the *Graduation Application* which is available online or in the Registrar’s Office, or with his/her CASAS advisor.
- All graduates are required to pay a \$100.00 graduation application fee which is assessed to their account. This fee covers the cost of verifying the student’s records for graduation and the cost of ordering the diploma. This fee is not related to commencement participation. The fee is assessed to the student’s account at the time of application for graduation, not conferral of the degree.
- Note: Diplomas will not be mailed until the graduation application fee and Student Account bill has been satisfied.

Commencement exercises are held only in May. All graduates from the previous academic year are permitted to participate in the May commencement ceremony.

### ***BASIC GRADUATION REQUIREMENTS:***

- Thirty or more semester hours must be earned at Liberty. The exception is 15 hours for the Associates of Arts program.
- 50 percent of the major and minor requirements must be completed at Liberty University.
- The student must meet the required GPA standard set for their major.

- The student must have the number of upper level hours as designated on the DCP (Bachelor's Degree candidates only). Only grades of "**C**" or above in upper level courses in the major may be included. Some majors require a grade of "**C**" or above in lower level and upper level courses in the major.
- All Christian/Community Service requirements must be satisfied before a degree will be awarded.
- A Bachelors Degree requires a minimum of 120 semester hours. The Associate Degree requires a minimum of 60 semester hours (*Verify the degree completion plan of the major for particular minimum hours required to obtain a specific degree*).

### ***PARTICIPATION IN COMMENCEMENT:***

A student must be actively enrolled in all required coursework prior to the date of commencement ceremony. However, a student may still participate with six remaining hours if they are enrolled in those six hours in the summer term following commencement. For work done outside of Liberty University, a student must provide proof of enrollment to either their advisor or to the Registrar's Office before commencement.

## **Graduation Honors**

Honors for graduation are determined by the cumulative grade point average earned at Liberty. Bachelor degree students who entered prior to Fall 2009 academic year who have **earned 60 or more hours** at Liberty must satisfy the following GPA standards to earn the corresponding academic distinction:

3.50 - 3.66 Cum Laude / 3.67 - 3.84 Magna Cum Laude / 3.85 and above Summa Cum Laude

Students who have **earned less than 60 hours** at Liberty must satisfy the following GPA standards:

3.60 - 3.77 Cum Laude / 3.78 - 3.94 Magna Cum Laude / 3.95 and above Summa Cum Laude

All other students who are on a Degree Completion plan from the 2009-2010 school year must satisfy the following GPA standards to earn the corresponding academic distinction:

3.90 - 3.94 Graduate with Distinction / 3.95 – 4.00 Graduate with High Distinction

The specific honor calculated on **April 1<sup>st</sup>** of the student's graduation year is used to determine the corresponding honor distinction for Commencement. The final cumulative grade point average is determined after all grades have been recorded and that final cumulative GPA will determine the specific honor that will be printed on the diploma and transcript.

## **Forms and More Information**

Visit the Registrar's Office website at [www.liberty.edu/registrar](http://www.liberty.edu/registrar) to find many of the forms mentioned in this handbook. The direct link for the online forms page is [www.liberty.edu/index.cfm?PID=4849](http://www.liberty.edu/index.cfm?PID=4849).

Any form that is not available on the website can be obtained in person at the Registrar's Office. The Registrar's Office is a part of the Student Service Center, located in the Campus North building, across from the indoor track.

Students should regularly check the Liberty University Splash Page by logging onto [www.liberty.edu](http://www.liberty.edu) and clicking on the "Current Students" link. The Splash Page is constantly updated with important student information.

## FERPA: Confidentiality of Student Records

FERPA confidentiality forms are available by going to: [www.liberty.edu/ferpa](http://www.liberty.edu/ferpa)

### ***What is FERPA?***

The *Family Educational Rights and Privacy Act* (FERPA) sets forth requirements regarding the privacy of student records. FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection

agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

- Upon request, the University may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

At its discretion, Liberty University may provide “directory information” in accordance with the provisions of the *Family Education Rights and Privacy Act of 1974* (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Liberty University includes the following: student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (*e.g.* undergraduate or graduate, full-time or part-time), participation in officially recognized activities or sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Students may block the public disclosure of directory information (all or in part) by notifying the Office of the Registrar in writing.

- Please consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will require the University not to release any or all of this “directory information;” thus, any future requests for such information from non-institutional persons or organizations will be refused.
- Liberty University will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, Liberty University assumes no liability as a result of honoring your instruction that such information be withheld.
- Although the initial request may be filed at any time, request for non-disclosure will be honored by the University until removed, in writing, by the student.