

LIBERTY

UNIVERSITY™

Registrar

Academic Policy Handbook
Liberty University Online
Undergraduate Programs
2009-2010

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Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097
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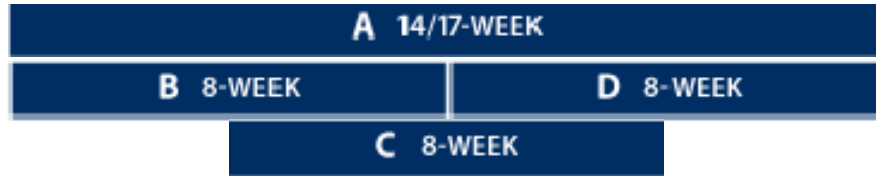
Adapted from the Undergraduate Catalog

Table of Contents

<i>TABLE OF CONTENTS</i>	1
<i>LUO ACADEMIC CALENDAR 2009-2010</i>	3
<i>INTRODUCTION</i>	4
<i>DEGREES AND DIPLOMAS OFFERED AT LIBERTY UNIVERSITY</i>	4
<i>STUDENT CLASSIFICATIONS</i>	4
<i>APPLICATION TO LIBERTY UNIVERSITY ONLINE</i>	5
<i>DECLARATION OF MAJOR</i>	6
<i>CHANGE OF DEGREE/MAJOR/MINOR</i>	6
<i>DOUBLE MAJORS</i>	6
<i>MINORS</i>	7
<i>EARNING A SECOND DEGREE</i>	7
<i>DEGREE COMPLETION PLANS – CHOOSING CORRECT COURSES</i>	7
<i>DCP AUDIT NAVIGATION</i>	8
<i>REQUEST FOR A COURSE SUBSTITUTION</i>	8
<i>MILITARY DEGREE COMPLETION PLANS (SOC)</i>	8
<i>REGISTERING FOR CLASSES / ON-LINE REGISTRATION</i>	9
<i>ENROLLMENT AGREEMENT AND FINANCIAL CHECK-IN</i>	9
<i>ADDING, DROPPING, AND WITHDRAWING FROM COURSES</i>	10
<i>AUDITING A CLASS</i>	11
<i>SPECIAL STUDENT REGISTRATION</i>	11
<i>CONDITIONAL ACCEPTANCE</i>	11
<i>INDEPENDENT STUDY</i>	11
<i>DIRECTED RESEARCH</i>	12
<i>TERM LOAD</i>	12
<i>OVERLOAD POLICY</i>	12
<i>CLASS ATTENDANCE</i>	12
<i>GRADES AND QUALITY POINTS</i>	13

<i>COMPUTING GPA</i>	13
<i>DEAN'S LIST</i>	14
<i>MEDICAL AND MILITARY INCOMPLETES</i>	14
<i>COURSE REPEAT POLICY</i>	15
<i>ERRORS IN THE GRADE REPORT</i>	16
<i>GRADE APPEAL PROCESS</i>	16
<i>SCHOLASTIC REGULATIONS</i>	17
<i>ACADEMIC STANDING</i>	17
<i>SATISFACTORY ACADEMIC PROGRESS – FINANCIAL AID POLICY</i>	19
<i>ACADEMIC DISHONESTY</i>	20
<i>TRANSFER CREDIT</i>	22
<i>MILITARY TRANSCRIPT EVALUATIONS</i>	23
<i>INTERNATIONAL TRANSCRIPTS AND EVALUATIONS</i>	23
<i>FERPA ACT: CONFIDENTIALITY OF STUDENT RECORDS</i>	24
<i>ADDRESS, NAME, AND SOCIAL SECURITY CHANGES</i>	24
<i>TRANSCRIPT OF RECORDS</i>	24
<i>WITHDRAWING FROM SCHOOL</i>	25
<i>TAKING COURSES AT ANOTHER INSTITUTION</i>	25
<i>CREDIT BY EXAMINATION AND PORTFOLIO</i>	26
<i>INTERNSHIP PROGRAM</i>	28
<i>GRADUATION INFORMATION</i>	28
<i>GRADUATION HONORS</i>	29
<i>FORMS AND MORE INFORMATION</i>	29
<i>DIRECTORY OF ASSOCIATE DEANS, DIRECTORS, AND COORDINATORS</i>	30

Academic Calendar



Fall 2009

Sub-term	Length	Acceptance Deadline	Registration Deadline	Financial Check-in Deadline	Sub-term Start Date	Sub-term End Date
40A	17-week	7/29/09	8/12/09	8/16/09	8/24/09	12/18/09
40B	8-week	7/29/09	8/12/09	8/16/09	8/24/09	10/16/09
40C	8-week	8/26/09	9/9/09	9/13/09	9/21/09	11/13/09
40D	8-week	9/30/09	10/14/09	10/18/09	10/26/09	12/18/09

Spring 2010

Sub-term	Length	Acceptance Deadline	Registration Deadline	Financial Check-in Deadline	Sub-term Start Date	Sub-term End Date
20A	17-week	12/23/09	1/06/10	1/10/10	1/18/10	5/14/10
20B	8-week	12/23/09	1/06/10	1/10/10	1/18/10	3/12/10
20C	8-week	1/20/10	2/03/10	2/07/10	2/15/10	4/09/10
20D	8-week	2/24/10	3/10/10	3/14/10	3/22/10	5/14/10

Summer 2010

Sub-term	Length	Acceptance Deadline	Registration Deadline	Financial Check-in Deadline	Sub-term Start Date	Sub-term End Date
30A	14-week	4/21/10	5/05/10	5/09/10	5/17/10	8/20/10
30B	8-week	4/21/10	5/05/10	5/09/10	5/17/10	7/09/10
30D	8-week	6/02/10	6/16/10	6/20/10	6/28/10	8/20/10

Please note: All dates are subject to change. This page last updated 6/15/09.

Introduction

The purpose of this Academic Policy Handbook is to outline policies and procedures for all undergraduate students taking Liberty University Online classes.

Degrees and Diplomas Offered at Liberty University

- Doctoral - a 30-hour D.Min. program; 60-hour Ed.D. program; and 60-hour Ph.D. program
- Masters - a 30- to 90-hour program leading to an Ed.S, M.A., M.A.R., M.A.T., M.B.A., M.Div., M.Ed., M.R.E., M.S., M.S.N., St.M., or Th.M.
- Bachelors - a 4-year liberal arts degree with a choice of many majors
- Associates - a 2-year liberal arts degree with a choice of several majors
- Diploma - a 2-year program in pursuit of a Th.G.

Student Classifications

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

<u>Student Classification</u>	<u>Class Code</u>	<u>Hours Toward Graduation</u>
First Term Freshman	F1	0-11.99 hours
Second Term Freshman	F2	12-23.99 hours
Sophomore	SO	24-47.99 hours
Junior	JR	48-71.99 hours
First Year Senior	S1	72-95.99 hours
Second Year Senior	S2	96 and above hours

Application to Liberty University Online

Students must submit an electronic or paper application to Liberty University Online and pay an application fee. Upon application, students will be required to send in additional admissions requirements, corresponding to the degree declared. Please see www.luonline.com and/or speak with an Admissions Counselor for additional details about the admissions process or requirements.

Students who have broken enrollment must reapply to Liberty University Online.

When a re-application is made, an “RO Checklist” is sent to the Registrar’s Office for the Registrar to either approve or deny the student for readmission. An application for a re-applicant is also keyed with a “Business Office Checklist.” The “Business Office Checklist” is used to determine any outstanding debts for a student. Debt exceeding \$50 prevents student re-enrollment. Additional admissions requirements may be requested, depending upon a student’s past record,

In the event that a student fails to meet the minimum GPA standing for admission to the desired course of study (program), to submit certain admissions requirements, or meet admissions standards, he/she will be rejected from the program.

UG students are evaluated for acceptance based on the following criteria:

- High School GPA (minimum of a 2.0) or a GED score (passing score)
- College GPA (minimum of a 2.0 cumulative)
- SAT (800) or ACT (18)

Students need to have a 2.0 GPA to be accepted in good academic standing. For those students who do not meet the 2.0 GPA requirements, the following criteria apply:

- Students who have a 1.99-1.5 GPA will be admitted on probation
 - Students will start with academic opportunity and not penalized for being on probation
 - Students who are accepted on probation are encouraged to register for CLST 100 (3 credit hour program), ENGL 100, MATH 100 (unless already taken)
- A student who has a 1.49 GPA or below will be rejected as a degree seeking student. (Refer to Academic Probation policy in catalog)

UG students who fall below the academic standing guidelines are automatically denied acceptance as degree-seeking students. Candidacy for these students is automatically adjusted to SPCU status (non-degree seeking), and these students are accepted under non-degree seeking guidelines. These students can take the allotted 12 credit hours in an attempt to improve their GPA record. After successful completion of courses, students can reapply as degree-seeking students.

Students whose record is automatically adjusted to non-degree seeking are not eligible for federal financial aid

Declaration of Major

- The declaration of a major occurs at the time of application to a given program. If a change in program is desired, the student simply submits a Degree Change Form. There are no time restrictions. Note, however, that students must meet the admissions requirements to each program for which they apply.
- Students may be accepted into certain programs for which they meet admissions requirements, and may be rejected from a different program for which they do not meet the standard admissions requirements.

TO ADD A MAJOR OR MINOR:

- Students can declare an additional major or minor by submitting a Declaration Form.
- Students must fax in a Declaration Form or email LUO Advising with the request to add a major and/or minor. This occurs only after a student has been fully accepted.

TO CHANGE A MAJOR OR MINOR:

- *Students should contact a New Enrollment Specialist or an advisor to change their major or minor and to find out if there are any additional admissions requirements for the new program of study.*

Change of Degree / Major / Minor

Students should contact a New Enrollment Specialist or an Advisor to request a change in their degree (from AA to BS or from BS to AA), major or minor.

Double Majors

- Students who wish to complete either an Associate of Arts or Bachelor of Science degree with double majors (e.g., Business and Religion) must complete a Declaration Form: Minor or Double Major (available online) and submit it to the appropriate New Enrollment Specialist or Advisor.
- For BS degrees with double majors, there must be 30 hours within the core of the second major that were not used within the core of the first major; for AA degrees with double majors, there must be 15 hours within the core of the second major that were not used within the core of the first major.
- The General Education courses 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 who wish to declare a minor must complete a Declaration Form: Minor or Double Major (available online) and submit it to the appropriate New Enrollment Specialist or Advisor.
- Since the selection of a minor is not a requirement for any major at Liberty University, courses in the minor may be used to fill other requirements on the student's Degree Completion Plan.
- Students must receive a grade of C or higher in all upper-level courses in their minor.

Earning a Second Degree

- Students with a conferred Bachelor of Science degree who wish to earn a second BS degree must complete at least 30 additional hours, 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. There must also be at least 30 unique hours in the core of the second degree.
- Students with a conferred Associate of Arts degree who wish to earn a second AA degree must complete at least 15 additional hours, 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. There must also be at least 15 unique hours in the core of the second degree.
- Students with a conferred Bachelor of Science degree who wish to earn an Associate of Arts degree must complete at least 15 additional hours, 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. There must also be at least 15 unique hours in the core of the AA degree.

Degree Completion Plans – Choosing Correct Courses

- **Degree Completion Plans** are used by the student and advisor to track progress and to guide the student in successful completion of degree requirements.
- Students are encouraged to download a copy of the basic degree plan at <http://www.liberty.edu/index.cfm?PID=19146>.
Students and Advisors will track degree progress through a web-based portal called DCP Audit. Instructions for DCP Audit are included in the next section.
- New students should review their degree plan and transfer credit with the New Enrollment Specialist or Advisor before enrollment. At this time, students may enroll in prerequisite and required courses.
- Students will find a complete list of approved general education courses at www.luonline.com/generaleducation.
- Courses cannot fulfill both a general education and a major requirement.
- Degrees not supported on DCP Audit: Upon completion of 90 credits (senior status), students will be tracked for graduation through the Registrar's Office and receive an official Degree Plan and Graduation Checklist.

DCP Audit Navigation

- Log into ASIST
- Go to new ASIST
- Choose the Student and Financial Aid Menu
- Go to Student Records
- Select Degree Completion Plan Audit
- Select the current term
- Select the radio button
- Click Generate Request
- Select detail requirements
- Click Submit

Note: DCP Audit is still undergoing programming updates. Please report concerns or errors to dcpaudit@liberty.edu. As of the start of the 2009-2010 Academic Year, DCP Audit is not compatible with B.S. Multidisciplinary Studies, A.A. General Studies or SOC degree plans. These students may receive an official DCP once 90 credits towards the BS or 45 credits towards the AA have been achieved.

Request for a Course Substitution

- Students desiring to use another course in place of a required course must complete an “LU Online Course Substitution Request.” This form is found at <http://www.luonline.com/index.cfm?pid=14241>.
- The form must contain all the relevant signatures when submitted or the approval process can be delayed.
- Students may seek the advice of an Academic Advisors when preparing this request.
- Students must provide a detailed and sufficient rationale for the request.
- Course substitution requests must be submitted prior to the student’s last sub-term.
- A course substitution should not be made from one discipline to another. An exception may be made in cases where the title and description of the course clearly show relationship to another discipline.
- Course substitutions should be made with discretion. The student must include a rationale for the request. They should not be used merely to enable a student to graduate on time.
- A course description for each request will be required from the year the course was taken; appropriate evidential documentation must be attached (i.e. copied cover of catalog or direct web link).

Military Degree Completion Plans (SOC)

- SOC agreements are official degree completion plans for military, veterans, and their spouses. The SOC is used by the student and advisor to track progress and to guide the student in enrollment of degree requirements.
- Download the corresponding SOC agreement from the Military affairs webpage: <http://www.luonline.com/index.cfm?PID=14264>.
- Once a student has been accepted into Liberty University, an official SOC agreement is automatically created and sent to the student via email within 4 weeks of acceptance.
- The SOC agreement reflects all prior college credits earned via transfer as well as military training that is applicable to the degree plan.

- Students should review their transfer credit with a New Enrollment Specialist or Advisor upon receipt of the degree completion plan. At this time, students may enroll in prerequisite and required courses.
- Upon completion of each Term, students may request an updated degree plan from their Academic Advisor.
- Military students are not required to complete 50% of the major courses per the SOC agreement. However, military students must complete at least 1 course in the major at LU.
- A student with an already completed Bachelor's degree must take an additional 30 hours minimum in order to earn a second Bachelor's degree, 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. For additional majors, each program of study must contain 30 unique hours.
- For more information about the SOC program follow the link provided: <http://www.soc.aascu.org/>

Registering for Classes / On-Line Registration

- Online students who need assistance should contact a New Enrollment Specialist. Students may also contact an Advisor in advance of registration for following terms.
- Students must register prior to the registration deadline of the start date of a particular term, as well as complete financial check-in prior to the financial check-in deadline. Students who register after the financial aid deadline may be charged a late check-in fee. Military students who use TA will be given special deadlines to complete their financial-check-in.

To register for a course: 1) Log in to ASIST 2) Click on "Student and Financial Aid" 3) Click on Registration 4) Select the term for which you would like to register. The term must not say 'view only.' If the term is 'view only,' the term is not open for registration 5) Click on "Add or Drop classes." If you do not know the Course Reference Number (CRN) of the course you intend to add or drop, click on "Course Search," located at the bottom of the screen 6) Select the criteria for the class you intend to add. Press "Class Search." All courses that meet the criteria selected will appear 7) To add a class, select the check box to the far left of the class for which you intend to register. If the course is unavailable or closed, a 'C' will appear to the far left instead of a check box. Scroll to the bottom of the screen and click 'Register'. Students who have a Hold on their account will receive an error message when they attempt to register through ASIST. Holds might include:

- Academic Hold –Registrar's Office (LUO/Graduate)
- Financial Hold – see the Student Accounts Office
- International Hold – see the International Office
- Admissions Hold – see the Admissions Office

Enrollment Agreement and Financial Check-in

All students must complete an Enrollment Agreement and Financial Check-in by the Financial Check-in deadline for the given term. In order to complete Financial Check-in, students should 1) Log into ASIST 2) Click on "Student and Financial Aid" 3) Click on Financial Check-in. Students will be prompted to forecast the amount of hours they intend to take per term. All financial aid will be packaged based on the Enrollment Agreement.

Once the Enrollment Agreement is set, student will be asked to complete Financial Check-in. Students will have the opportunity to pay for classes via payment plans if paying out of pocket, as well as utilize financial aid and other tuition reimbursement plans. Students must complete the Financial Check-in process by deadline dates for each Term.

Adding, Dropping, and Withdrawing from Courses

SPRING/FALL TERM AND SUMMER SESSION:

- **Course Drops:** An Online course may be added or dropped without a grade before the start date of the session. There is no charge for classes dropped during this period. After this time period, no class may be added or dropped without a grade. Students may drop the course by selecting ‘drop via web’ on their current schedule through the add/drop page under registration on the Student tab on ASIST, but must do so prior to the start date of the course.
- **Course Withdrawals:** A student may withdraw from a course with a grade of “W” from the first day of the course until the last day of the course. The request must be processed by contacting an Advisor. The student remains responsible for tuition and fees for the course(s) from which the student has withdrawn.
- **Course charges:** Courses can be officially added or dropped until on-line registration is discontinued. Once a student completes financial-check in, all classes selected will be charged. Only courses requiring special permission, prerequisite override, or closed classes have to be processed by an academic advisor. The advisor will submit a *Drop/Add form and/or Prerequisite Override* form).
- **Independent Study/Directed Research** courses must be completed and approved in the term prior to registration. **Once Independent Study/Directed Research forms are submitted to the Registrar’s Office, the course(s) cannot be dropped. If the course cannot be completed, the student may request a withdrawal.**

INTENSIVES:

- An intensive course may be added up to 30 days prior to the first day of class by 4:00 p.m. After this point, the professor’s signature must be obtained on an *Intensive/ Summer School Registration* form from the Registrar’s Office due to pre-class assignments.
- An intensive course may be dropped without a grade or tuition charges through the first day of class until 4:00 p.m.
- An intensive course 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.

NOTE:

If dropping a class changes your enrollment status, you may have a reduction or cancellation of Financial Aid Awards.

Auditing a Class

Students should follow the procedures listed below to make sure that their class is listed as ‘audited.’

STUDENTS CURRENTLY ENROLLED:

- Current students must register for the class they intend to audit by contacting an Advisor, who will work with the registrar’s office to make sure that the class is audited and the correct charges applied.

STUDENTS NOT CURRENTLY ENROLLED:

- Students not currently enrolled must submit a **Special Student** application to the admissions office.
- Students may also register by contacting their New Enrollment Specialist who will process a manual registration for the class to be audited.

Special Student Registration

- Students who are not interested in completing a degree must apply under the category called Special Student and receive confirmation of acceptance.
- Special Students may not accumulate more than 12 credit hours under this status without special permission from the Registrar and the Office of Admissions
- Tuition and fees must be paid in full prior to registering for classes. Financial Aid is not available.
- After the above procedures have been completed, students must speak with their New Enrollment Specialist to register for classes.

Conditional Acceptance

- Students who have submitted an application and paid the application fee may take up to twelve credit hours under conditional acceptance.
- Tuition and fees must be paid in full prior to registering for classes. Financial Aid is not available for this status.
- Under conditional acceptance, students may still be rejected based upon a review of all application requirements.

Independent Study

- 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 Professor, Associate Dean of the School, Student Accounts, and the Registrar. **Independent Study** requests can be submitted to an LUO academic advisor.

Procedures to Follow:

1. Submit your request to the Professor.
2. The Associate Dean of the area needs to approve the course along with the Dean.
3. The Professor will submit the request form and syllabus to the LUO Advising.
4. LUO Advising will submit the approved form and syllabus with signatures from the appropriate offices to the Registrar’s Office.
5. The student must pay tuition and fees through student ASIST.
6. The course is entered on the student’s schedule upon submission to the Registrar's Office.
7. All paperwork for an Independent Study must be submitted prior to the start of that term.

Directed Research

- A student registering for a Directed Research course must also complete the Independent Study/Directed Research form.

REMEMBER:

RECEIPT OF A COMPLETED INDEPENDENT STUDY OR DIRECTED RESEARCH FORM INDICATES ENROLLMENT. AN INDEPENDENT STUDY OR DIRECTED RESEARCH COURSE CAN NOT BE DROPPED ONCE THE STUDENT IS ENROLLED.

Term Load

- A student must be enrolled for at least 12 hours in a Term (Fall, Spring, or Summer) to qualify as an LUO full-time student.

REMEMBER:

STUDENTS MUST PROGRESS FROM ONE CLASSIFICATION TO THE NEXT DURING EACH ACADEMIC YEAR TO QUALIFY FOR MOST FINANCIAL AID. REVIEW PAGE 6 FOR A DEFINITION OF THE CLASSIFICATIONS.

Overload Policy

- Registering for 19-21 credit hours in a term requires a cumulative GPA of 3.0 and approval from the Associate Registrar for LU Online
- Registering for 22 or more credit hours in a term requires a cumulative GPA of 3.5 and approval from the Associate Registrar for LU Online.

Class Attendance

- Regular virtual attendance in online classes is expected of all students at Liberty University. **Students** are responsible for requesting and completing any class work that is missed or late. Unless there is an extenuating circumstance, students **must** be present:
 - during each week of the 8-week term
 - during any intensive course

Class Attendance:

- Students registered for an 8-week course **must** be active the first week of class. Students who fail to submit an assignment during the first week of an 8-week session will be administratively removed from the class roster. The course will be dropped from the student's schedule. The student will not be charged for the course, and will need to register again at a later time.

Grades and Quality Points

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

Grade	Meaning	Quality Points Per Term Hour
A	Excellent	4
AU	Audit	0
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FN	Failure for Non-Attendance	0
I	Incomplete	0
IP	In Progress	0
M	Medical Incomplete	0
NP	Non-Pass (for Pass/Fail courses)	0
P	Pass	0
Q	Academic Amnesty*	0
R	Course Repeated	0
W	Withdrew	0

*See section on Academic Standing

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
BIBL 110	3	A	12
EVAN 101	2	B	6
ENGL 101	3	C	6
GNED 101	1	A	4
BIOL 101	3	W	0
HIUS 221	3	D	3
TOTAL	12*		31*

$$\text{*GPA} = \text{Quality Points} / \text{Credit Hours}$$

$$2.583 \text{ (GPA)} = 31 \text{ (Quality Points)} / 12 \text{ (Credit Hours)}$$

(BIOL 101 does not count here because the student withdrew with a grade of "W").

FACTORS NOT AFFECTING GPA:

- “W” grades
- The grades for any Pass/Fail courses

WHY GPA IS IMPORTANT:

- A student’s GPA is used to determine placement on Dean’s List (*See section on Dean’s List*).
- Honors at graduation are determined by a student’s GPA (*See section on Graduation Honors*).
- The cumulative GPA is used to verify satisfactory academic standing at Liberty University (*See sections on Scholastic Regulations and Academic Standing*).

Dean’s List

- Full-time undergraduate students (enrolled in 12 hours or more in the semester) with a GPA of 3.50 or above in the semester are eligible for the Dean’s List.

Medical and Military Incompletes

Intensives

A student enrolled in Intensives must appeal to his/her professor for a temporary course grade of Incomplete (I). The Associate Dean of the school or college must also approve the grade. The professor will establish a new deadline for completing the coursework, based on the circumstances. A maximum of 2 months may be allowed. If the coursework is not submitted by the new deadline, the student will receive a grade of zero for the incomplete assignments and a final grade will be submitted.

LUO Courses

A student enrolled in any LUO course that is unable to complete coursework by the last day of class due to illness or injury may appeal to his/her professors for a temporary course grade of M (Medical Incomplete). Appeals must be supported by medical documentation signed by a physician. Medical incompletes may be allowed, if the condition warrants, up to a maximum of 4 months from the course start date of the course (or 2 additional months after the end of the course). If the coursework is not submitted by the new deadline, the student will receive a grade of zero for the incomplete assignments and a final grade will be submitted.

The student has the option, if medically the student cannot finish the coursework, to request a medical withdrawal with the option of a free repeat of the course. The student would not be allowed to continue in courses until supporting medical documentation releases the student to continue school work. This documentation must be submitted to the LUO academic advising office.

Military service members are guaranteed a military incomplete 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. Liberty’s Academic Advising Office staff will

gather the documentation and confer with the professor to determine the new deadline for the course. A military Incomplete cannot extend beyond 2 months for any given course.

Military service members have the option, if they cannot finish the coursework within the 2 additional months, due to deployments, extended cruises, unit operational tempo, or other duty-related extenuating circumstances, to request a military withdrawal with the option of a free repeat of the course. This documentation must be submitted to the LUO academic advising office. The LUO advisor will complete the appropriate forms and submit them to Liberty University's Military Affairs Office for continued processing.

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

Liberty University
Liberty University Online
Office of Military Affairs
1971 University Boulevard,
Lynchburg, VA
24502.

Incompletes must be secured no later than 2 weeks prior to the course end date. If the faculty member is no longer active, the course manager is responsible for handling the completion of the course.

Course Repeat Policy

- The purpose of the Course Repeat Policy is to allow students to have undesirable 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 can be used. In order to activate the policy, the student must submit a request via email 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 cumulative GPA calculation.
 - If the course was retaken at another institution and transferred into Liberty, then neither grade will be used toward the cumulative GPA calculation.
 - When the Course Repeat Policy is applied, the original grade will be replaced with an "R" grade. This "R" grade will not be considered in the calculation of the GPA.
- A maximum of 16 Term hours may be repeated under this policy.
- 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."
- Developmental courses may be repeated without counting toward the 16 hour maximum.
- 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.

- 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.
- Use of the Course Repeat Policy for a prior Term will not affect the academic standing for that Term. Academic standing in a prior Term can be changed only because of a grade reporting error.
- The Course Repeat Policy must be requested prior to graduation for the policy to be activated.

Errors in the Grade Report

WITHIN THE FIRST 30 DAYS of the next Term, follow these procedures:

- Contact the professor. If the professor agrees there has been an error, he or she will complete a grade change form.
- If the professor states that no error exists and there is still a grievance, the student will need to follow the grade appeal process outlined in this document.

NOTE:

Students can view their grades on *ASIST* by using their ID and password.

Grade Appeal Process

A student wishing to appeal a grade earned for a course or a given assignment must submit an appeal to his/her professor and seek to resolve the situation with him/her within 30 days of receiving the grade. If the student wishes to appeal further, s/he has to follow the process outlined below:

- The student may submit a written appeal to the LUO Associate Dean of the school under which the course is classified. The LUO Associate Dean will consult with the professor and review the student's written appeal. The LUO Associate Dean will then notify the professor and the student of his/her decision.
- If the student is not satisfied with the LUO Associate Dean's decision, he/she may submit a written appeal to the LUO Academic Dean. The LUO Academic Dean will review the student's appeal, as well as the faculty member's report. When a decision has been reached, the LUO Academic Dean will notify the LUO Associate Dean, the faculty member, and the student.
- If the student is not satisfied with the LUO Academic Dean's decision, he/she has one calendar week from the date notification is received to request a hearing before the LUOUAC Academic and Admissions Standards Committee. The LUO Academic Dean will contact the Registrar who will arrange the hearing. The Committee will meet with the student, review all reports and facts, and make a recommendation to the Vice Provost. The Vice Provost will make a decision based on Committee's recommendation and will notify the student of that decision.
- If the student is not satisfied with the Vice Provost's decision, he/she may submit a written appeal to the Provost. The Provost will review the student's appeal, as well as all University

documentation. When a decision has been reached, the Provost will notify the Vice Provost, LUO Academic Dean, LUO Associate Dean, the faculty member, and the student. The Provost's decision is the final step in the appeal process.

Scholastic Regulations

Students must maintain a satisfactory academic standing in order to remain at Liberty University

Satisfactory scholastic standing for students enrolled in the **AA and BS degree 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 (72-95.99 hours toward graduation)	2.00
Level 5 (96 or more hours toward graduation)	2.00

NOTE:

A full-time student must progress from one level to the next within a ONE-YEAR PERIOD (2 Semesters) to qualify for financial aid. A part-time student must progress from one level to the next within two years (4 Semesters)

Academic standing is calculated at the end of each Term, including the Summer Session. 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 JANUARY INTERSESSION.

Academic Standing

Academic Warning

When students fail to meet their required cumulative GPA at the end of a term, they are placed on Academic Warning (*see Scholastic Regulations above*). While on Academic Warning, students may take a maximum of 12 hours. During the term in which students are placed on Academic Warning, they will be required to complete CLST 100 to assist them in their academic progress; this course will count toward the 12-hour maximum.

Academic Probation

Students on Academic Warning who fail to return to good standing by the end of the following term will be placed on Academic Probation. While on Academic Probation students may take a maximum of 12 hours. During the term in which students are placed on Academic Probation, they will be required to complete a CLST 100 to assist them in their academic progress, if they have not previously taken the course, or if they have taken the course, but received a failing grade for the course.

Academic Suspension

Students on Academic Probation who fail to return to good standing in the next term of attendance will be Academically Suspended. If they desire to continue their studies, they must submit an appeal to the Registrar's Office. The Associate Registrar will review their appeal, and if it is approved, an Academic Contract will be formulated to enable them to return to good standing academically. The students must agree in writing to abide by the terms of their Contract before being permitted to register for courses. If they are re-applicants, they must agree in writing to abide by the terms of their Contract before they will be approved for re-admission.

NOTE:

Students who are enrolled full-time and earn grades of "F" for all courses will be Academically Suspended, regardless of their prior academic standing.

Academic Dismissal

Students who were Academically Suspended and approved to continue on an Academic Contract and who did not meet the terms of their Contract will be Academically Dismissed. If they desire to continue their studies, they must submit an appeal to the Registrar's Office. The Associate Registrar will submit their appeal to the Vice-Provost for review. If the Vice-Provost approves their appeal, an Academic Contract will be formulated to enable them to return to good standing academically. The students must agree in writing to abide by the terms of their Contract before being permitted to register for courses. If they are re-applicants, they must agree in writing to abide by the terms of their Contract before they will be approved for re-admission. The Associate Registrar may choose instead to submit Dismissed students' appeals to the Liberty University Online Undergraduate Academic Council to be reviewed for Academic Amnesty. Dismissed students who were approved to continue on an Academic Contract, and who did not meet the terms of their Contract, will again be Academically Dismissed, and will be bound by the provisions of the Academic Amnesty policy.

Academic Amnesty

Students Academically Dismissed from Liberty University must satisfy the subsequent guidelines for readmission:

- They must not have been enrolled at Liberty University for a period of five years.
- Declared eligible for readmission by Student Accounts.
- They must submit a written appeal to the Registrar's Office. The Associate Registrar will submit their appeal to the Liberty University Online Undergraduate Academic Council (LUOUAC). The Associate Registrar may require students to submit additional documentation before submitting their appeal to the LUOUAC. If their appeal is

approved by the LUOUAC, the students will be re-admitted on Academic Probation, and will be bound by the provisions of that policy.

- Only the allowable number of grade repeats that were remaining at the time of dismissal can be utilized.
- Students who have been Academically Dismissed are ineligible for honors at graduation.
- Previously earned grades of "A," "B," and "C" will calculate into their cumulative GPA. As determined by the LUOUAC, grades of "D" and "F" will be revised to "Q" and will not calculate into their cumulative GPA.

Satisfactory Academic Progress – Financial Aid Policy

Regulations require the Financial Aid Office to ensure that all students receiving aid are making satisfactory academic progress. Aid includes scholarships, grants, loans, and employment programs. Students who fail to maintain satisfactory academic progress will lose their financial aid eligibility. Please note that there is a difference between Academic progress, which is evaluated by the Registrar’s Office, and Financial Aid Satisfactory Academic progress, which is evaluated by the Financial Aid office. Financial Aid Satisfactory Progress must be maintained in four ways:

- 1. Students must complete at least 67% of ALL credits they attempt.**
TIP: Avoid withdrawing from or failing your courses. If you receive grades of F, I, or W, they do not count toward the 67% completion rate.
- 2. Students must earn an acceptable cumulative Grade Point Average (GPA).**
TIP: Watch your grades closely! Academic advisors can help.

Student Classification	Required Cumulative GPA for Program
0 – 23.99 hours earned	1.50
24 – 47.99 hours earned	1.65
48 – 71.99 hours earned	1.85
72 plus hours earned	2.00

- 3. Students must finish their academic program within 150% of the published length of the program.**
TIP: Be sure to take courses that apply to your degree or diploma. Taking courses not required for your program of study may deplete your aid eligibility before the program is completed.

Academic Program	Maximum Number of Attempted Hours
Diploma (Th.G.)	30
Bachelors Degree	180
Associates Degree	90

- 4. Students must earn passing grades in their courses.** Students who receive all “F” grades will have their aid eligibility recalculated at the end of that term and will be placed on probation. **When this occurs, students may owe money on their account even if the term is over.**

TIP: Earn passing grades. If you stop attending all of your classes during the term, you must officially withdraw by immediately contacting the Registrar’s Office (LUO students are to contact their advisor).

Additional information on Financial Aid Satisfactory Academic Progress is available in CONSUMER INFORMATION. Liberty University, as permitted by federal regulation, now uses electronic means to disseminate required student consumer and “Right-To-Know” Act information. Anyone signing or processing financial aid forms, seeking financial aid information or assistance, or seeking consumer information at Liberty University must read, understand, and comply with the requirements disclosed, which are available 24 hours a day at www.liberty.edu/financialaid.

Academic Dishonesty

During examinations, academic dishonesty shall include the following:

Referring to information or materials not specifically approved by the professor

Receiving or soliciting information from a fellow student

Stealing, buying, selling or transmitting a copy of any examination or papers

Plagiarism

Plagiarism (papers, projects or any assignment prepared for the class) shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing a specific passage from a specific source without properly referencing the source
- Replicating another student's work or parts thereof and submitting it as an original
- Purchasing a paper and (mass) representing it as your own work
- Resubmitting a work that was prepared by the student for another class

Reporting Procedure

The reporting procedure is as follows:

- The professor will confront the student within two weeks of the discovery of the infraction
- The professor will write a report outlining the violation
- The report will be provided to the student and the LUO Associate Dean along with the sanctions recommended
- Upon receipt of the report, the student will have one week to appeal the decision to the professor and LUO Associate Dean
- If the appeal is denied, or if the student fails to submit an appeal request within a week, the student will receive a grade of "F" for the course. NOTE: The student will be allowed to appeal further (see appeal process below)
- The report will be sent to the Registrar’s Office to be placed in the student’s permanent record

- If the student wishes to appeal further they will need to follow the grade appeal process outlined in this document

General Guidelines:

1. In the event of a student's cheating on a minor assignment, the professor has the option to give the student a zero for the assignment or pursue the steps listed above.
2. In the event of a student's cheating on a test, paper, or project, the professor is obligated to pursue the failing grade through the reporting process outlined above.

Repeat offenses will be treated more severely.

Appeal Procedure

When a student has been accused of academic dishonesty, which necessitates disciplinary action, and the student feels he/she is being unjustly accused or is being treated unfairly, he/she may wish to appeal the decision of the faculty member. This appeal must be received within 30-days of notification. That appeal process is as follows:

- The student may submit a written appeal to the LUO Associate Dean of the school under which the course is classified. The LUO Associate Dean will consult with the professor and review the student's written appeal. The LUO Associate Dean will then notify the professor and the student of his/her decision.
- If the student is not satisfied with the LUO Associate Dean's decision, he/she may submit a written appeal to the LUO Academic Dean. The LUO Academic Dean will review the student's appeal, as well as the faculty member's report. When a decision has been reached, the LUO Academic Dean will notify the LUO Associate Dean, the faculty member, and the student.
- If the student is not satisfied with the LUO Academic Dean's decision, he/she has one calendar week from the date notification is received to request a hearing before the Graduate Administrative Council. The LUO Academic Dean will contact the Registrar who will arrange the hearing. The Committee will meet with the student, review all reports and facts, and make a recommendation to the Vice Provost. The Vice Provost will make a decision based on Committee's recommendation and will notify the student of that decision.
- If the student is not satisfied with the Vice Provost's decision, he/she may submit a written appeal to the Provost. The Provost will review the student's appeal, as well as all University documentation. When a decision has been reached, the Provost will notify the Vice Provost, LUO Academic Dean, LUO Associate Dean, the faculty member, and the student. The Provost's decision is the final step in the appeal process.

Transfer Credit

Undergraduate transfer applicants who have 12 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. Students must self-certify that they graduated from High School or obtained their GED.

All students who intend to transfer to the Liberty University Online Program must be eligible for readmission at the last institution attended.

A sealed copy of the official transcript from **each** accredited college or university that the transfer applicant attended must be sent directly to the LUO Office of Admissions from the Registrar(s) of the respective institution(s) of higher learning. College transcripts are evaluated by the LUO Transfer Evaluations Office, under the guidelines established by the LUO Undergraduate Academic Council. Evaluations are completed within 2 weeks of the receipt of the transcript.

- **Grade of 'C' and Above:** Credit will be allowed for those courses in which the undergraduate student has earned a grade of "C" or better.
- **80% Overlap Requirement:** Courses from other institutions must be at least 80% similar in content to receive credit for a specific Liberty course
- **Non-transferable Courses:** Here is a list of some of the courses that cannot be granted transfer credit. Please keep in mind that this list is not exhaustive:
Remedial/Developmental courses – sometimes numbered 1-99, Pass/Fail courses, Continuing Education courses – usually noted by CEU (Continuing Education Units), Workshops, Seminars, and Orientation Courses.
- **Elective Courses:** Elective credit may be granted for the courses that do not match at least 80% of the content of a specific Liberty course. Elective credit course numbers are assigned as follows: *For 100-200 numbered courses, we give lower level elective credit (1XX or 2XX). For 300-400 numbered courses, we give upper level elective credit (3XX or 4XX).*
- **Number of Term hours granted:** The number of Term hours granted is determined by the number of hours earned at the institution where the course was taken. Quarter credit must be converted to Term credit. A course at another institution may be slightly more or less than the number of hours of the comparable course at Liberty. However, if it is significantly less, then the course may not cover the necessary breadth and/or depth of the content and therefore elective credit would be given. We generally use a "two-thirds" rule: a course must be at least 2/3 the amount of hours as the comparable Liberty course to be granted credit for that Liberty course.
- **Transfer Inquiry:** Students may challenge an evaluation through the Transfer Inquiry process using a course description and request form. The form can be found at <http://www.luonline.com/index.cfm?PID=14241>.
- **Course Substitution:** Some courses may be substituted using the Course Substitution Form. These forms may be obtained online at <http://www.luonline.com/index.cfm?PID=14241>.

**Additional information pertaining to Course Substitutions, Requests to Take Courses at Another Institution, and Military Evaluations are contained in this manual.

Military Transcript Evaluations

Undergraduate credit is awarded for courses completed at military service schools if this credit is recommended in the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services*.

Military students should request that official transcripts be sent to Liberty University. Transcripts may be requested online for the following branches:

Army: AARTS (Army American Council on Education Registry Transcript)

Navy & Marines: SMARTS (Sailor Marine American Council on Education Registry Transcript)

Marines: MCI (Marine Corp Institute)

Air Force: CCAF (Community College of the Airforce)

Coast Guard: CGI (Coast Guard Institute)

Department of Defense: DAU (Defense Acquisition University and DLI (Defense Language Institute)

Military veterans serving prior to 1981 may not be able to request the AARTS or SMARTS due to the time period in which they served. We recommend that military students mail copies of their DD-214 or any course completion certificates.

A military evaluation will be sent to the student within 2 weeks by email.

International Transcripts and Evaluations

International students seeking admission to the Undergraduate LUO Program are encouraged to use an Evaluation Service approved through the National Association of Credential Evaluation Services (www.naces.org). The service provider will be able to verify the credentials of the institution, type of diploma or degree, the equivalency of college credit, and grade point average. International college transcripts must include a course-for-course analysis in order to determine the equivalency of college credit.

International students are not required to use a Board certified evaluation service; however, an official transcript and official translation must be provided with an authentic signature and seal.

Transfer credit is awarded only to those international institutions that are recognized by the governing authority where the institution is located and must be equivalent to U.S. college credits.

FERPA Act: Confidentiality of Student Records

Liberty University has established policies concerning the confidentiality of student records based on the Family Educational Rights and Privacy Act of 1974 (FERPA) Public Law 93-390. The educational record of each student is considered confidential. Normally, confidential information is released only upon the student's request, but the following are exceptions to this restriction:

- Transcripts will be released within the University to individuals who have legitimate educational interest.
- Transcripts will be released to parents of dependent students provided approved documentation is on file. If the required documentation is not on file, no information will be released pertaining to a student.
- Transcripts will be released if lawfully subpoenaed.
- Transcripts will be released for purposes of audit or evaluation of any federally supported program.
- A confidential Hold can be applied to a student's record upon completion of a **Confidentiality Form**, which can be obtained from the Registrar's Office.
- Directory information will be released upon request.
- **For the complete University statement of FERPA, see *The Liberty Way* at www.liberty.edu/libertyway.**

Address, Name, and Social Security Changes

- A student who needs to change his or her name or social security number must contact an advisor and for a social security number change, provide official documentation or proof of the change.

Transcript of Records

- To order transcripts, visit the Registrar's Office website, or go directly to <http://www.liberty.edu/index.cfm?PID=8902>.
- A fee of \$10 must accompany the request. For each additional transcript that is ordered *in the same request*, the cost is only \$1 per copy.
- Official 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

Students who wish to receive an **Official Withdrawal** from Liberty University after a Term has started must notify the university in writing by submitting a signed **LUO Withdrawal Form** to the appropriate university official or by submitting the request to an LUO academic advisor. Upon an official withdrawal from the university, all courses in progress for that Term will be assigned a grade of "W." Any grade received for completing a course prior to withdrawing from the university will not be altered. The last day to withdraw from a Term is the last day of the session.

Students who receive grades of "FN" for all courses will receive an **Unofficial Withdrawal** from the university. A grade of "FN" will be assigned when a student stops attending and/or participating in a class. "FN" indicates that the student ceased attendance and failed to complete the course objectives. Professors will assign a grade of "FN" to all students who fail to complete the course. Professors will assign a grade of "F" to all students who completed the course but failed to meet the course objectives. The grade of "FN" factors into the GPA as an "F" grade normally would. The "FN" grade is used to track those students with any Financial Aid who are required to document their participation in classes. Receiving an unofficial withdrawal may negatively impact a student's financial aid and student account.

A resident student is not allowed to withdraw within a term and then enroll into the Liberty University Online program for the same term.

Withdrawal from the university does not affect academic standing. If a student withdraws during the Term, his or her academic standing will not be changed. Students are responsible for understanding the academic and financial implications of a withdrawal, and receiving any needed counseling before they officially or unofficially withdraw from Liberty University.

Taking Courses at another Institution While Enrolled at Liberty University

Students enrolled in LUO must submit a formal request to take courses through another institution while enrolled at Liberty University. This process has been established to give students the ability to receive formal approval in writing of transfer guarantee. Students who receive written approval will be able to take courses at another institution.

- Complete the **Request to Take Courses at another Institution/Transient Letter** form and return it to the Academic Advisor prior to registering for the class to obtain appropriate approval. The form is located at <http://www.luonline.com/index.cfm?PID=14241>.
- Course descriptions must be submitted in conjunction with the completed **Request to Take Courses at another Institution** form.
- The LUO Transient Coordinator will determine the equivalency and process the request.
- Students will be notified within 2 weeks of the decision by email.

- After the coursework has been completed, an official transcript must be sent to the Liberty University LUO Admissions Office to receive credit.
- If a student receives 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.
- A student 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.

Note: Students planning to enroll through institutions in which articulation agreements exist with Liberty University, such as the Virginia Community College System, are not required to formally request to take courses. However, we strongly advise that these students read the VCCS Transfer Guide or any articulation agreements that exist between the institution and Liberty University.

Credit by Examination and Portfolio

Institutional Challenge Exam (ICE)

- Students may not pursue CLEP or ICE testing during their final Term of enrollment.
- ICE exams are offered to test students in courses which they feel they are already knowledgeable in. A list of ICE exams offered in LUO may be reviewed at www.liberty.edu/ice.
- Students may register for ICE exam through their Advisor and by obtaining the ICE registration form at www.liberty.edu/ice.
- ICE exams are taken on-line via Blackboard. Each ICE test is approximately 100 questions with a 1 hour time limit.
- Students should submit a \$50 payment with the ICE registration form for each course.
- The score on the exam must be at least 70% for passing credit to be granted.
- If passed, the grade of "P" is recorded on the student's transcript.
- If credit is granted, a \$45 per course recording fee is charged to the student's account. If the student fails the exam, the \$45 fee will not be charged.
- The maximum credits that can be earned via ICE exam are 30 credits.
- A student may not attempt an ICE exam if the student has enrolled in the course at any time.
- The hours awarded cannot be used to meet residency requirements of 30 credits.
- ICE tests 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. A list of courses that are accepted at Liberty University via CLEP may be viewed at www.liberty.edu/clep. Students are encouraged to check the minimum score requirement prior to taking the exam. Students may take the CLEP exam at a local testing center in their area. Students can find an approved testing center in their area by checking www.collegeboard.com/clep. Upon completion of the CLEP exam, students should request the official scores to be sent directly to Liberty University for evaluation. The CLEP

scores are evaluated by the LUO Transfer Evaluations Office under the guidelines established by the LUO Undergraduate Academic Council.

Dantes Subject Standardized Exams (DSST)

DSST exams are approved for credit in the Liberty University Online program. Students may find an approved testing center and view fact sheets for various tests that are offered at www.getcollegecredit.com. The DSST scores are evaluated by the LUO Transfer Evaluations Office under the guidelines established by the Undergraduate LUO Academic Council. A complete list of accepted exams, course equivalency and the minimum required score is available at <http://www.luonline.com/index.cfm?PID=16931>.

Credit for Life Experience

A precedent has been established for the following fields, and these credits will be awarded to students who can document proof of licenses, certificates, and training programs in the fields below. Students are *not* required to enroll in EDUC 205 or submit portfolios for the following:

Aviation (Private and Commercial Pilot's)
Certified Financial Planner
Certified Pharmacy Technician
Certified Project Manager
Child Development Associate (CDA)
Child Evangelism Fellowship (CMI Diploma)
Cisco Associate Certifications
Cisco Professional Certifications
Corrections Officer
Emergency Medical Technician
Insurance License
Law Enforcement Officers
MOUS (Microsoft Office Specialist)
Expert MOUS
Real Estate Broker
Securities Exam Series 7

Students may petition for credit via portfolio for courses in which they feel they can show sufficient proof of learning and knowledge. The Portfolio Guidelines are as follows:

- Seek tentative approval from the Portfolio Coordinator in LUO at portfolio@liberty.edu.
- Enroll in GEED 205 (Learning Theory & Portfolio Development), which is required prior to portfolio submission, and successfully complete the course. Education students should enroll in EDUC 205, which has a portfolio option.
- Prepare a portfolio(s) using the guidelines established at www.luonline.com/portfolio.
- Submit a portfolio for each course that has been tentatively approved by the Portfolio Coordinator.
- Pay a \$100 assessment fee per portfolio.
- The portfolio will be assessed by the LUO Faculty Assessor and Associate Dean within 4 weeks.
- Once the assessment is complete, the Portfolio Coordinator will send an email notice regarding approval.

- Portfolios may not be submitted for Communications courses or Internships.
- The hours awarded cannot be used to meet the minimum requirements for graduation.

Internship Program

- Students interested in earning credit through the internship program should contact their Academic Advisor the Term prior to completing the internship. Deadlines apply to those who wish to register for an internship.

Graduation Information

GRADUATION APPLICATION:

- Each candidate must complete the ***Graduation Application*** during his/her last Term. This application is available online at <http://www.liberty.edu/index.cfm?PID=4463>. Students who do not submit a completed Graduation Application will not be allowed to participate in the Commencement exercises, and their degrees will not be conferred.
- All graduates are required to pay a \$100.00 Graduation Application fee which is assessed to their account. This fee covers the costs of verifying the student's records for graduation and ordering the diploma and is not related to commencement participation.
- Diplomas will not be mailed until the Graduation Application fee and Student Account bill have been satisfied.

Commencement exercises are held only in May. All graduates from the previous year (May 2009 – May 2010) are permitted to participate in the May commencement ceremony.

BASIC GRADUATION REQUIREMENTS:

- At least thirty Term hours must be completed at Liberty for Bachelor of Science degrees; at least 15 hours for Associate of Arts degrees
- 50 percent of the major and minor requirements must be completed at Liberty University.
- The cumulative GPA must be at least 2.0.
- The student must have the minimum number of upper-level hours as designated on the Degree Completion Plan for the student's chosen degree/major. Only grades of C or higher in upper-level courses in the major may be included. Note: The Bachelor of Science degree in Criminal Justice requires grades of C or higher in **all** courses in the major, both lower-level and upper-level.
- The Bachelor of Science degree requires a minimum of 120 Term hours. The Associate of Arts degree requires a minimum of 60 Term hours (consult the Degree Completion Plan of each major).

PARTICIPATION IN COMMENCEMENT:

A student may participate in the May Commencement Exercises **ONLY** if all remaining courses (including internships and transfer courses) have begun before the day of the Commencement Ceremony.

Graduation Honors

Honors for graduation are determined by the cumulative grade point average earned at Liberty. Bachelor degree students 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 - 3.76	Cum Laude
3.77 - 3.94	Magna Cum Laude
3.95 and above	Summa Cum Laude

Associate degree and diploma students possessing a 3.50 cumulative grade point average will receive Honors at Commencement.

The specific honor calculated on or about **April 1st** 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 determines the specific honor that will be printed on the diploma and transcript.

Forms and More Information

Visit the LUO website at <http://www.luonline.com/index.cfm?PID=14241> to find many of the forms mentioned in this handbook.

For any questions regarding the forms, please contact an academic advisor.

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

Directory of Associate Deans, Directors, and Coordinators

SOE			
Dean	Milacci	Fred	592-4043
Admin. Assistant	Waugh	Cindy	592-4044
Education			
AD	Ackerman	Beth	582-2709
FSC	Heerspink	Ronda	582-2423
FSC	Staaby	Kirsten	582-2413

SOB, Gen Ed, SOR			
Dean	Gutierrez	Ben	582-2467
Dir. Of Ops	Patton	Wayne	582-7549
Admin. Assistant	Koontz	Mary	592-4886
Business (Grad/UG)			
AD	Satterlee	Anita	582-2465
FSC	Rawls	Kevin	582-2916
Gen Ed			
AD	Rasberry	Rick	582-7718
FSC	Murrell	Amy	582-2329
Religion			
AD	Etzel	Gabe	582-2568
FSC	Bernard	Lindsay	592-4114

CAS			
Dean	Corsini	Kevin	592-4691
Coordinator of Acad. Op	Finch	Kristi	592-3217
CAS			
AD Undergrad CAS	Warren	Steve	592-4048
FSC			592-4802
Coordinator	Medevenko	Stan	592-4040