Collection Overview:

**Title:** Distance Learning Program Materials  
**Creator:** Liberty University  
**Dates:** 1990 – Current  
**Repository:** Liberty University Archive  
**Extent:** 0.67 linear feet.  
**Abstract:** This Record Group contains Promotional Materials, External Degree Program Materials, Publications, Official Papers, Minutes, Reports, and General Materials of the Distance Learning Program.

Historical Note:

Liberty University began its Distance Learning Program soon after its founding in 1971. In 2008 the Distance Learning Program changed its name to Liberty University Online.

Scope and Content Notes:

This Record Group is approximately 0.67 linear feet. It contains Promotional Materials, External Degree Program Materials, Publications, Official Papers, Minutes, Reports, and General Materials. Materials range from 1990 – Current.

Administrative Notes:

**Access Restrictions:** highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.  
**Use Restrictions:** Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.  
**Preferred Citation:** [folder name, number]; [series name, number]; [sub-group name, number]; Distance Learning Program Materials, Record Group 25; Liberty University; Liberty University Archive, Lynchburg VA.  
**Arrangement:** Materials are arranged by subject. This series contains some oversized materials which are filed separately.  
**Processing Information:** Collection was processed by Abigail Sattler.  
**Last Updated:** This Finding Aid was last updated on March 20, 2014.  
**Related Materials:**

Brief Description of the Collection:

LU 25:1-5 Box 1: General Materials, External Degree Program Materials, Official Papers, Liberty University Online Materials and Distance Learning Program Materials
Detailed Description of the Collection:

LU 25:1-5 Box 1
Sub-Group 1: General Materials
  Series 1: Promotionals and Informational Materials
    Unit 1: Bulletins, Promotionals, and Brochures (*Oversize* LU-25 Folder 1A)

Sub-Group 2: External Degree Program
  Series 1: Promotionals and Informational Materials
    Unit 1: Brochures and Promotional Booklets (*Oversize* LU-25 Folder 2A)
    Unit 2: Enrollment Packets (*Oversize* LU-25 Folder 2B)
  Series 2: Publications

LU 25:1-5 Box 2
  Unit 2: Video Tape Instructor’s Guide

LU 25:1-5 Box 1
  Unit 3: EDP Newsletter
  Unit 4: External Degree Program Newsletter
  Unit 5: Achieve! Newsletter

LU 25:1-5 Box 2
  Series 3: Official Papers
    Unit 1: EDP Discussion Group Survey Results

LU 25:1-5 Box 1
  Unit 2: Academic Policies Handbook

LU 25:1-5 Box 2
  Unit 3: EDP Strategic/Marketing Plan: January 2001
  Unit 4: Faculty Worktext Guide
  Unit 5: EDP Organizational Chart
  Series 4: EDP Task Force Minutes
    Unit 1: 2001
    Folder A: Part 1
Folder B: Part 2

Series 5: EDP General Minutes
  Unit 1: 2000
  Unit 2: 2001
  Unit 3: 2002

Series 6: Faculty Handbook
  Unit 1: 2000

LU 25:1-5 Box 1

Series 7: Course Catalogs
  Unit 1: Undated
  Unit 2: 1990 – 1999
  Unit 3: 2000 – 2002

Series 8: Mass Mailings
  Unit 1: 1990’s

Series 9: Workbooks and Worktexts
  Unit 1: EVAN 510 (1986)

LU 25:1-5 Box 2

Sub-Group 3: Official Papers
  Series 1: Policy Documents
    Unit 1: Faculty Handbook
    Unit 2: Faculty Guidebook

LU 25:1-5 Box 1

Sub-Group 4: Liberty University Online
  Series 1: General Materials
    Unit 1: Brochures and Promotionals

LU 25:1-5 Box 2

Sub-Group 5: Distance Learning Program
  Series 1: Deans/Faculty Coordinator Meeting Minutes
    Unit 1: 2002
    Unit 2: 2003
  Series 2: Official Papers
Unit 1: Faculty Guidebook: 2003

LU 25:1-5 Box 1

Series 3: General Materials
   Unit 1: Brochures and Promotionals (*Oversize* LU-25 Folder 1B)

Series 4: Academic Materials
   Unit 1: Course Descriptions