Institutional Challenge Exam Request

NAME ____________________________  ID# ____________________________  DATE ____________________________

COURSE # ____________________________ (Please use a separate form for each course requested)

**Note: Upon submission of this form, allow 48 hours to receive access to the exam based on approval.

GUIDELINES
To apply for credit by examination, other than Advanced Placement, a student must submit a formal request. Residential and Online students must submit requests to the ICE Coordinator. Each ICE attempt incurs non-refundable fees which are noted in the Fees chart of the graduate catalog’s Expenses and Financial Policy section. ICE requests are subject to the following guidelines:

1. The majority of the course work for any program of study must be earned through Liberty University. Each program specifies the minimum number of hours which must be completed through Liberty. ICE credit hours do not count toward this minimum.
2. The minimum passing score for graduate Institutional Challenge Exams is a B minus according to the grading scale in use at the time the exam is taken.
3. A passed ICE is awarded a grade of “P” (passing) and does not count toward the student’s grade point average.
4. A student may not take the Institutional Challenge Exam if the course has previously been taken or is currently being taken.
5. ICE may only be attempted once per course.
6. ICE may not be taken during the drop/add period (Residential only).
7. ICE may not be taken after classes begin in the student’s final semester (Residential only).
8. ICE credit may only apply to the following courses:

| CHHI 520 | NGRK 505 | OTCL 505 |
| CHHI 525 | NGRK 520 | OTCL 520 |
| NBST 515 | NGRK 525 | OTCL 620 |
| NBST 520 | OBST 515 | THEO 525 |
|           | OBST 520 | THEO 530 |

I have read and understand the guidelines above ________________________________________________________________
(by typing your name, you confirm agreement to the above mentioned policies)  Student Signature

**NOTE: To preserve the integrity of ICE as a measure of prior learning, there will be a 30-day timeframe, by which students must adhere and complete the ICE.

PLEASE EMAIL YOUR REQUEST TO LUICE@LIBERTY.EDU, OR FAX IT TO 800-628-7977.