Institutional Challenge Exam (ICE) Request Form

Name:  Click here to enter text.

ID#:  Click here to enter text.

Date:  Click here to enter text.

Course:  Click here to enter text.

Justification (Reason) and description of knowledge in subject area (i.e. describe non-college training program, job experience, self-learning, non-accredited institutional validation, etc):

Click here to enter text.

(Please continue below, if necessary)

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

GUIDELINES

1. It is the privilege of the faculty to disapprove a request from the student requesting the ICE.
2. Registration for ICE will be accepted once the student has matriculated in their first semester at Liberty University.
3. There are 100 questions on the ICE exam.
4. There is a time limit for the exam. One point will be deducted for each minute over the limit. For example, if the student exceeds the time by 5 minutes, 5 points will be deducted.
5. The test must be completed in one sitting. If the student stops or exits the exam, the student will not be able to retake the test.
6. No resources or study materials are permitted during the test (books, notes, internet, software, etc.)
7. The only person who is eligible to take this exam is the registered student.
8. The student must take the exam within 30 days of registration. Access to the exam will be removed after this timeframe and the student will be required to take the course to receive credit.
9. The $50 ICE registration fee is non-refundable, and will be charged upon submission of this form.
10. The minimum acceptable score is a 70%. If the student receives a passing score of 70% or higher, the student will be awarded the required credits for the course with a grade of “P”. There will be a $15 per credit hour charge to have the course added to the student’s record. This charge will be posted to the student’s account within 1 week following evaluation of the exam score.
11. If the student receives a score below 70%, the student will not receive credit for the course and there will be no additional fees imposed.
12. The exam cannot be taken if the course was previously taken by the student, if the ICE exam was previously attempted for the course, or if the student has reached the 30 credit hour cap for ICE credit.
13. The credit earned does not count toward the minimum hours that the student is required to complete at Liberty University or required to complete in their major.
14. The student must adhere to the University’s honor code policies in taking this exam.
15. If you experience ANY technical issues with your exam, contact the helpdesk immediately following the situation and email the ticket number to LUOICE@liberty.edu.
16. Internet Explorer has had difficulties in the past, it is suggested that Mozilla Firefox be used to take the test. The choice of browser is up to the student’s discretion, any difficulty will not be excused and exceptions will not be made.
17. I have read and understand the guidelines above: (type name)  Click here to enter text.

(by typing your name, you confirm agreement to the above mentioned policies)
**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** [LUOICE@LIBERTY.EDU](mailto:LUOICE@LIBERTY.EDU), **or FAX IT TO 800-628-7977**