

LIBERTY UNIVERSITY
Online Academy
Strategic Affiliations

LUOA Affiliate Handbook

LIBERTY UNIVERSITY
Online Academy

AFFILIATE HANDBOOK

LIBERTY UNIVERSITY ONLINE ACADEMY AFFILIATE HANDBOOK

This handbook is designed to provide information for Affiliate administrators and facilitators regarding the daily operation of Liberty University Online Academy (LUOA). The information contained in the handbook defines both LUOA's responsibilities to the Affiliate and the Affiliate's responsibilities to LUOA. While this handbook may not cover all circumstances the Affiliate may meet while working with LUOA, it does provide answers to most commonly held questions and concerns. Please familiarize yourself with this information. Feel free to ask questions regarding any item you would like to better understand. We trust that this information will enable you to be effective in carrying out your ministry with your students through the joint work of LUOA and your school.

TABLE OF CONTENTS

A Message from the Superintendent	1
Definition of Key Terms	2
VISION, MISSION, PHILOSOPHY.....	3
Vision Statement	4
Mission Statement.....	4
Philosophy Statement.....	4
Educational Goals and Objectives	6
<i>Spiritual and Moral Development</i>	6
<i>Personal Development</i>	6
<i>Social Development</i>	7
<i>Academic Development</i>	7
Core Values.....	8
Accreditation.....	8
ADMISSION POLICIES AND PROCEDURES	9
Admission to LUOA	10
Transferring Credits to LUOA	10
Conditional Enrollment	11
Student Academic Status	11
Academic Calendar	12
Attendance Policy.....	12
Extension Policy	12
<i>Full-Year Courses</i>	13
<i>Semester Courses</i>	13
Course Withdrawal	14
School Withdrawal.....	14
Cancellation of Enrollment.....	14
Release of Official Transcripts.....	15
Transcript Changes	15

ACADEMIC AND STUDENT SUPPORT POLICIES AND PROCEDURES	17
Academic Structure	18
Individualized Learning Meeting Special Needs.....	19
AFFILIATE Role	19
Faculty Role	20
Academic Support	20
Technical Support	21
Minimum Computer System Requirements	21
Achievement Testing	22
Assessment.....	22
Assignments.....	23
<i>Types of Assessments</i>	23
Resubmission Policy	25
Final Work Submissions	25
Determining Course Grades	26
Course Credit	27
Failed Courses	27
Repeated Courses.....	27
Materials Selection Policy.....	28
Library	28
STUDENT EXPECTATIONS.....	30
Academic Integrity	31
Honor Code.....	31
Cheating.....	32
Plagiarism/Self Plagiarism	32
Consequences for Violations to the Honor Code	34
Conflict Resolution.....	35
Respect.....	35
Ten Keys to Unlocking LUOA Educational Success	36
HIGH SCHOOL POLICIES AND PROCEDURES	39
Graduation Requirements.....	40

High School Student Course Load.....	40
Class Placement	41
Class Rank and GPA.....	41
Math Entrance Assessment Exam.....	41
Late Nite Labs	42
Elective Courses	42
Dual Enrollment Program	42
NCAA Clearinghouse Eligibility.....	43
Diploma Completion Plans	44
Degree Completion Plans.....	44
Graduation Ceremony	45
Graduation Fee	45
LEGAL POLICIES.....	46
Statement of Policy on Nondiscrimination.....	47
Cyber-bullying Policy	47
Child Abuse or Neglect Policy	48
<i>Employee Mandatory Reporting Requirements for Child Abuse and Neglect.....</i>	<i>49</i>
ADDITIONAL INFORMATION.....	51
Liberty Online Ministries	52
Adult Learner Policy	52

A MESSAGE FROM THE SUPERINTENDANT

Welcome to Liberty University Online Academy (LUOA) where we seek to provide quality academics through a biblical worldview for students in the United States and around the world. It is our prayer that our students graduate with an exceptional education and with a better understanding of who they are in Christ Jesus.

LUOA began in 2007 under the direction of the late Dr. Jerry Falwell and continues to enjoy the full support of the current President, Jerry Falwell, Jr. and the Executive Leadership of Liberty University.

LUOA is fully accredited by the Association of Christian Schools International (ACSI) and AdvancED, which is dedicated to advancing excellence in education worldwide. Through the AdvancED accreditation division, the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), LUOA enjoys full accreditation. LUOA is also recognized by the Commonwealth of Virginia as a member institution of the Virginia Council for Private Education. These accreditations and affiliation ensure that your students will receive the highest quality education available. We are pleased that we have obtained these credentials which signify our commitment to providing a quality, Christ-centered educational opportunity for your school.

Our grades K-12 program offers curriculum for full-time or part-time students, students graduating with a standard diploma, advanced diploma or with an AA degree. We also offer dual enrollment courses through Liberty University for juniors and seniors who aspire to earn college credit while simultaneously completing high school coursework. These dual enrollment courses also qualify for NCAA eligibility. Our dedicated and highly qualified faculty and staff provide effective, knowledgeable, and professional support to engage students in the educational process and provide assistance for Affiliates throughout the school year. We have also developed our own proprietary curriculum that your students will only benefit from through your Affiliation with LUOA.

We appreciate your confidence in our Academy and we look forward to serving you as we seek to serve the Lord through LUOA!



Dr. Bunnie Claxton
Superintendent

DEFINITION OF KEY TERMS

The following points define key terms used in this handbook to provide the reader a clearer understanding of each concept discussed:

- **Affiliate:** Refers to the church, school, or organization with whom LUOA has a contractual affiliation, allowing the organization to offer LUOA's online courses to its students and being financially responsible for paying the tuition of these students.
- **Affiliate POC:** Refers to the Affiliate's Point of Contact for LUOA. This individual is usually in charge of submitting applications for new students, requesting registrations, transcripts, and claiming accounts of students.
- **Affiliate Administrator:** Refers to the administrator of the LUOA Affiliate, who has deciding power regarding signing or extending the Affiliation Contract with LUOA. This person can also be the Affiliate POC.
- **LUOA Teacher:** Refers to the online teacher hired by Liberty University, who has the responsibility of grading student's work, answering student questions, keeping record of grades, among other responsibilities.
- **Facilitator:** Refers to an individual (who may or may not be a licensed teacher) who is present at the Affiliate's facility helping students with minor questions, making sure they stay on task, and ensuring that they stay on schedule with every subject provided by LUOA.
- **Student:** Refers to students at the LUOA Affiliate who are registered by the Affiliate POC to take LUOA online courses at the K to 12 or Dual Enrollment level.
- **Affiliation Contract:** Refers to the contractual agreement signed by LUOA and the Affiliate administrator, stating a desire to work in affiliation to offer the Affiliate's students the ability to take online courses through LUOA. The Affiliation Contract determines whether the affiliation is part-time or full-time.

VISION, MISSION, PHILOSOPHY

VISION STATEMENT

Liberty University Online Academy (LUOA) seeks to lead students to faith in Jesus Christ and to develop young men and women who adhere to a Christian worldview and are prepared to participate as Godly members of home, church, and society.

MISSION STATEMENT

To work toward our vision, LUOA seeks to provide support to Affiliates in training students to become Christ-centered men and women with the values, knowledge, and skills essential to impact the world.

PHILOSOPHY STATEMENT

The philosophy of LUOA is based on the premise that man's ultimate purpose is to glorify God (I Corinthians 6:19-20; 10:31) thus LUOA serves as an extension of the family to aid them in their God-given responsibility to educate their own children for the glory of God (Psalm 78:5-6). LUOA exists to help each student reach his full potential by guiding him in developing spiritually, morally, personally, socially, and academically (Luke 2:52). The faculty and staff recognize that only when a student accepts Christ as Savior and yields to His Lordship can he realize his own unique potential (Romans 10:10-13). LUOA is an academic arm of Liberty University. LUOA teachers and administrative staff must be professed born-again Christians who are committed to living for Jesus Christ, understanding that their lives serve as an example to those whom they teach.

Education and learning are biblical imperatives (Deuteronomy 6:6-7; Proverbs 3:1-9); therefore, all instruction is biblically based (Deuteronomy 4:2-9). The curriculum was designed and is maintained based on the following biblical themes:

1. **Creation** – God's mandate at creation was for mankind to have dominion over the earth (Genesis 1:1; 26-28), which has grown to require learning in the areas of language, mathematics, the physical and natural sciences, history, technology, and the fine arts.
2. **The Fall of Man** – The hostile environment resulting from the fall of man (Genesis 3:9-24), intensifies the need to gain an in-depth understanding of all curricular areas in light of God's written Word.

3. **Redemption** – Man is saved by professing Jesus Christ as Lord (Romans 10:10; Ephesians 2:8). Our curriculum is written with the intent of teaching all students this biblical truth.
4. **Discipleship** – The command for Christians to evangelize the lost and to disciple believers (Matthew 28:18-20) further elevates the need to master all of the above areas.
5. **Restoration** – Jesus rose from the dead and prepares a place for all those who believe, in order that they may be restored with Him (Hebrews 9:28; John 14:3).

Detailed Outline of Biblical Themes

Theme	Topics
Creation	God's glory
	God's sovereignty
	God created everyone and everything
	God created man in His own image
The Fall of Man	Sin and death
	Total depravity
	Satan
Redemption	God's love
	The Gospel – The death, burial, and resurrection of Jesus Christ
	Salvation by grace through faith in Jesus Christ
	Eternal life – Knowing God
Discipleship	The inerrancy of the Bible
	The authority of the Bible
	Bible reading
	Prayer
	Sanctification
	The great commission
	The local church
	Gifting
	Stewardship
	Personal responsibility and accountability
	The Christian's body as the temple of the Holy Spirit
	Marriage and family
	Leadership and service
Biblical perspective of life	
Restoration	The resurrection
	The judgement
	Heaven
	Hell
	The new heaven and the new earth

EDUCATIONAL GOALS AND OBJECTIVES

SPIRITUAL AND MORAL DEVELOPMENT

- Inform students of their sinful nature and God's unconditional love for them (Romans 3:23; John 3:16).
- Lead students to an acceptance of Christ as their Lord and Savior (Romans 10:13).
- Help students recognize the Bible as the inspired, inerrant, authoritative Word of God (II Timothy 3:16).
- Develop a desire in students to know, love, and obey the will of God through daily prayer and Bible reading and participation in a local church (II Timothy 2:15; Hebrews 10:24-25).
- Instill in students the knowledge of the foundational truths and doctrines of God's Word and the desire to apply these in life (II Timothy 2:15; Ephesians 6:13-17).
- Instruct students about the importance of recognizing and overcoming sin, and of living Godly, obedient lives (Ephesians 4:21-32).

PERSONAL DEVELOPMENT

- Help students see and accept themselves as unique individuals, created in the image of God with special gifts to be fully developed for His glory (Psalm 139:13-16; I Corinthians 12:7-11).
- Instruct students to develop habits of good stewardship over all that God has given them—time, talents, material possessions, and the physical environment (Luke 12:48; Ephesians 5:16, I Peter 4:10).
- Teach students personal responsibility and accountability for their words, actions, and attitudes (Romans 14:12; Galatians 6:7-8).
- Encourage physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).
- Teach students to develop the ability to make decisions based on biblical principles (Psalm 1:1-2; Psalm 119:105; I Corinthians 2:14-16).

SOCIAL DEVELOPMENT

- Encourage students to view all others as made in God's image and to treat them with love and respect (Genesis 1:27; John 13:35; James 2:8-9).
- Help students develop the skills, perspectives, and desire to function as cooperative members of the larger society (Romans 12:18; Romans 13:1-7; I Timothy 2:1-2).
- Help students develop biblical attitudes toward marriage and the family, emphasizing the need to establish God-honoring homes (Psalm 127:1; Ephesians 5:31).
- Help students desire to lead others to a saving knowledge of Christ and to disciple believers by precept and example (Matthew 28:18-20; I Timothy 4:12).
- Help students develop the desire both to lead and serve in their communities as circumstances and God's direction permit (Matthew 25:21).

ACADEMIC DEVELOPMENT

- Help students reach their full academic potential by providing a developmentally appropriate instructional program with high academic standards.
- Teach students to use good study habits to enhance their creative and critical thinking skills (II Timothy 2:15; Proverbs 4:5-12).
- Teach students to interpret and apply all knowledge from a biblical perspective (Isaiah 8:20; I John 4:1).
- Help students develop independent study habits and foster a life-long love for learning and personal excellence (Proverbs 4:5-8).
- Prepare students for future educational or vocational experiences by developing in them the abilities necessary for effective communication, thinking, and technological skills (Proverbs 4:5-12).
- Help students become aware of changing world events and interpret them from a biblical worldview (Hebrews 13:8).
- Instruct students to acquire knowledge and develop an appreciation of their Christian and American heritage (Deuteronomy 4:2-9; Psalm 33:12a).

CORE VALUES

1. **Commitment to Christ** – All men need the saving grace of God purchased by the shed blood of Jesus Christ and the guiding truths of His Word.
2. **Love for Others** – All men are made in the image of God and, therefore, deserve our love and respect.
3. **Excellence** – As representatives of Christ, we must strive for personal, academic, social, and spiritual excellence in all that we do.
4. **Worship** – The family and the church are God’s primary educational institutions. The school exists to support the family and extend the church.

ACCREDITATION

LUOA is a K-12 online school, offering a traditional education through a technology-based format. LUOA is accredited by the Association of Christian Schools International (ACSI) and AdvancED, which are dedicated to advancing excellence in education worldwide. Through the ACSI accreditation division, the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), LUOA enjoys full accreditation. LUOA is also recognized by the Commonwealth of Virginia as a member institution of the Virginia Council for Private Education. These affiliations and accreditations ensure that your students will receive the highest quality education available.

rev. 06/2017

ADMISSION POLICIES AND PROCEDURES

ADMISSION TO LUOA

A student is enrolled in LUOA by the Affiliate Point of Contact (POC), designated by the Affiliate's School administrator.

Enrollment is available beginning every Monday of the year, providing flexibility that enables LUOA to accommodate a variety of unique situations.

The enrollment process begins with the submission of a completed application on the part of the Affiliate through LUOA's online application portal that automatically waives the \$25 application fee per student, followed by an email from the Affiliate POC to LUOA's Strategic Affiliations department. Upon processing of the applications, each one will be analyzed by the Strategic Affiliations Advisor in LUOA, who will enroll the students in the requested courses (if on a part-time contract), or review the student's previous school records to determine if assessments are needed and outline the schedule required (if on a full-time contract or taking Dual Enrollment). Enrollment is completed when the Affiliate POC agrees to the class schedule, and a start date is selected. When the registration process is completed, a confirmation email is sent to the Affiliate POC with information regarding the students registered, as well as the courses and start dates for each one. At this point, it is the Affiliate POC's responsibility to make sure the student has a working computer, internet, and a username and password to begin taking the course/s on the start-date requested.

TRANSFERRING CREDITS TO LUOA

The following applies to full-time Affiliates only. High school credits earned prior to student enrollment in LUOA may be accepted based on submission of official transcripts. Math placement will be determined by a combination of grades and LUOA's math assessment test, if needed. This test is to ensure students are placed in the course that best meets their demonstrated skill level. To be official, the transcript must be mailed, faxed or emailed from the previous school to LUOA and contain a seal and/or administrative signature verifying document authenticity. Credits and grades earned at previous schools will be listed on the LUOA transcript as "transfer."

Students who have taken high school courses through homeschooling may need to show documentation of work completed for transfer credit consideration and/or evaluation.

Bible courses transferred in will be transferred in as Bible.

rev. 03/2018

CONDITIONAL ENROLLMENT

Under certain circumstances, students will be allowed to participate under conditional enrollment where:

- there is a history of not maintaining sufficient academic progress
- there has been a history of technical difficulties
- other items are at issue as determined by LUOA

Conditions must be followed closely in order to remain enrolled. LUOA reserves the right to cancel enrollment at any time due to non-payment of fees, unsatisfactory academic progress, program abuse or plagiarism, or failure to follow LUOA procedures. ***Students who do not maintain satisfactory progress per course for a period of thirty-days will be administratively withdrawn from that course and receive a grade of “FN” (failure for non-participation). The grade of “FN” will appear on the transcript and will negatively affect the high school students’ GPA. The Affiliate POC will be informed in detail before this happens if this condition applies to any of its students.***

rev. 03/2018

STUDENT ACADEMIC STATUS

Some states view enrollment in any form of distance education as “homeschooling.” Other states will recognize accredited distance education institutions as actual schools. ***Affiliates are responsible*** to educate themselves concerning the education laws in their home state and how enrollment in LUOA is viewed in conjunction with state laws. Since laws change, it is advisable to check with your state annually.

A full-time kindergarten student is defined as a student enrolled in three courses. A fulltime first grade student is defined as a student enrolled in four courses. A fulltime second through twelfth grade student is defined as one who is enrolled in five or more LUOA courses. All must be enrolled in the same term (same school-year).

For second through twelfth grade students, part-time student status includes all who register for one to four courses. Part-time students are not required to take the math assessment test (with the exception of high school math, Chemistry, and Physics) or to submit previous school records in order to enroll.

The part-time or full-time status of an Affiliate is determined by a school upon completion of the Affiliation Contract.

ACADEMIC CALENDAR

A school year is considered to be ten-months (180-days), and a semester is considered to be five-months (90-days). Full-year courses are divided into 36-weeks of work, and semester courses are divided into 18-weeks of work. A full-time student, attending the complete school year, should complete coursework in nine to ten months, including time for holiday breaks. Semester courses are designed to be completed in five-months or 90 academic days. Students enrolled in semester courses usually complete their work in four to five months.

Students may shorten their course time by increasing instructional hours. To achieve the fullest learning potential from this academic experience, students are cautioned not to rush through the curriculum.

rev. 06/2017

ATTENDANCE POLICY

The LUOA school year consists of 10-months (180-days) of instructional work for academic credit to be granted for full-year courses and 5-months (90-days) for semester courses. Affiliates are not required to notify LUOA regarding missed days of school since the pace is flexible, and students can make up days using their own creativity. If a student is struggling due to an illness or family issue for more than 10-days, LUOA teachers and Academic Advisors should be notified so they can pray for their student and offer extra assistance as needed. Students are expected to work in each course regularly. Students not submitting work in a 30-day period without notifying LUOA will be administratively withdrawn and a grade of FN will be placed on the transcript.

rev. 01/2018

EXTENSION POLICY

Under certain circumstances, students may be granted an extension to complete their coursework. Students may also find that they need to withdraw from a course or the school and have questions about transcripts. These policies are detailed in the following section.

FULL-YEAR COURSES

While we do offer flexibility in schoolwork, students are expected to complete their schoolwork within 10-months for full-year courses. For students requiring between 10 and 11-months' time to complete their schoolwork, a 1-month extension may be granted without penalty or fee. For students requiring between 11 and 12-months to complete their coursework, *an Affiliate must specifically request a one-month extension* from the LUOA Strategic Affiliations Advisor and an extension fee of \$50 per course will be charged to the account.

Students not completing their coursework in the allotted time will receive an FN (FN for nonparticipation) in each applicable course and credit will not be earned or granted. To request an extension, contact the Strategic Affiliations Advisor before the course timeframe expires.

Responsibility for completing courses by established deadlines lies with Affiliate and student. LUOA alerts the Affiliate through progress reports if it appears that a student is in danger of not finishing in time. Incomplete courses by the end of the assigned time period will result in a course grade of "FN," with no credit earned or granted.

SEMESTER COURSES

Students in semester courses are expected to complete their schoolwork within 5-months. For students requiring between 5 and 6-months' time to complete their schoolwork, a 1-month extension may be granted without penalty. For students requiring between 6 and 7-months to complete their coursework, *an Affiliate must specifically request a one-month extension* from the Strategic Affiliations Advisor and an extension fee of \$50 per course will be charged to the account.

Students not completing their coursework in the allotted time will receive an FN (FN for nonparticipation) in each applicable course and credit will not be earned or granted. To request an extension, contact the Strategic Affiliations Advisor before the course timeframe expires.

Responsibility for completing courses by established deadlines lies with Affiliate and student. LUOA alerts the Affiliate through progress reports if it appears that a student is in danger of not finishing in time. Incomplete courses by the end of the assigned time period will result in a course grade of "FN," with no credit earned or granted.

rev. 03/2018

COURSE WITHDRAWAL

1. A request for course withdrawal must be made to the LUOA Strategic Affiliations Advisor by the Affiliate POC.
2. If the student has worked no further than module 1 of any full-year or semester course, and the course withdrawal occurs within the first three weeks of enrollment, that course will not be included on the student's official transcript.
3. If the student has worked no farther than the third module of the semester (Module 3 or 8), the course withdrawal will appear on the transcript as "W" (withdrawn) and will not affect the high school GPA.
4. If the student has progressed into the fourth module of the semester (Module 4 or 9), a course withdrawal request cannot be accepted. The course must be completed or a final grade of "FN" will be assessed.
5. Students who are enrolled for 4-months in a semester course or 9-months in a full year course who wish to withdraw, but do not successfully progress in their course work, will be given a final grade of "FN".
6. Once a course withdrawal has been officially accepted, it may not be considered for "special continuation" status.

rev. 03/2018

SCHOOL WITHDRAWAL

If an Affiliate requests the withdrawal of a student from LUOA for personal reasons or due to administrative action, the tuition amount owed will be pro-rated based on months enrolled, not based on work completed. *Transcripts will be sent when all obligations to LUOA have been satisfied by the Affiliate.*

CANCELLATION OF ENROLLMENT

The LUOA administration reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, honor code violation, or obvious academic dishonesty. Students who do not maintain attendance by doing

coursework in each course for a period of thirty-days or by remaining in blocked status due to financial hold for a period of sixty-days will be administratively withdrawn from the course(s). In such cases, Affiliates are responsible to complete pro-rated tuition payments based on the student's time enrolled within the contract, not on the amount of schoolwork completed. Transcripts will be sent when all obligations to the LUOA have been satisfied.

Once a student is dismissed, reinstatement is considered only upon written application to and approval by the administration of LUOA. Reinstated students are automatically placed on probation. The administration will consult with the student's Affiliate POC as to the nature and length of the probation.

If a student's enrollment is suspended or cancelled for any reason, schoolwork that is completed after that date is considered as "homeschool status" and will not be included in the student's transcript from LUOA. Upon reinstatement, if the Affiliate seeks to have the "homeschool coursework" receive credit, a coursework portfolio of completed assignments and tests must be reviewed and accepted as conclusive documentation by the LUOA Strategic Affiliations Advisor.

Applicants seeking reinstatement beyond the course completion deadline are considered as new student status. Depending on the length of time that has passed since enrollment in LUOA, the administration reserves the right to ask the student to take new entrance tests.

rev. 03/2018

RELEASE OF OFFICIAL TRANSCRIPTS

After completion of a course or courses, LUOA will issue a school transcript **upon request**. Official transcripts are mailed or emailed to the Affiliate POC and can only be requested by the Affiliate, not by parents/guardians of students that took LUOA courses through an Affiliate. Financial obligations to LUOA must be met prior to the release of official or unofficial records and graduation diplomas.

rev. 03/2018

TRANSCRIPT CHANGES

Changes cannot be made to official transcripts unless there is documentation of proof that the administration made an error when entering data. Individuals expressing concern must register

the matter with the LUOA Strategic Affiliations Advisor or the school administration. The LUOA Superintendent will determine if a change is to be made. If proof of claim is demonstrated, a transcript modification will be made and official copies will be sent to institutions that previously requested academic records.

ACADEMIC AND STUDENT SUPPORT POLICIES AND PROCEDURES

ACADEMIC STRUCTURE

LUOA is a grade K-12 school dedicated to maintaining high academic standards within the framework of a technology-based educational program. The school believes in and is dedicated to preparing young people to fulfill elementary and secondary academic objectives that will enable them to pursue post high school goals.

LUOA believes that a Christian education is of primary importance to all of its students. Therefore, Christ is presented in all courses, and the Bible is the basis from which all instruction generates. It is the policy of LUOA to hold all curriculum materials against the Bible, the infallible Word of God, for measurement. Historical facts are reported as such, and all opinion/interpretation/editorializing must stand the scrutiny of God and the Bible.

All LUOA teachers realize (aside from the Bible) that there is no infallible material, and as such, they must use discretion at all times in the utilization of such material. It is not the practice of LUOA to support or perpetuate any principles not set forth in the Bible. Therefore, information and principles in compliance with the Bible are taught, and notions which conflict with Scripture are challenged and designated as error.

Course instruction is formatted on a browser-based LMS that is delivered by internet services. Courses are primarily text-driven with various forms of interactive components built into the lessons such as videos, animation, and interactive elements. As such, the lessons are designed to actively engage students in the learning process and meet the multiple learning styles of students. Lessons are developed with the intention to maximize student interest and maintain student focus.

All students enrolled full-time must use LUOA curriculum. On rare occasions, high school students may supplement their coursework with pre-approved outside courses. Consultation with the Strategic Affiliations Advisor is required and approval by a Department Chair must be secured to assist in these important school decisions.

Students completing their school year early may immediately enroll in the next year program. Financial obligations for the completed school year must be met prior to re-enrollment or release of official records.

rev. 03/2018

INDIVIDUALIZED LEARNING

Meeting Special Needs

LUOA offers students individualized learning opportunities. This means the academic goals for all students are the same, but the unique structure of our curriculum allows each student to progress at his or her own pace based on his or her own particular learning needs. This approach serves a variety of students, including those with special needs. At LUOA, we strive to support the educational needs of each unique learner.

Possible Accommodations Include (but are not guaranteed)

- Extended time on tests
- Extended time on assignments
- Typed lessons where handwritten ones are required for submission
- Multiple attempts on some assignments

Affiliates Should Provide

- Assistance with organizational skills
- Reduction in distractions during school work
- A quiet testing atmosphere
- Frequent breaks

Not Offered by LUOA (May be offered by Affiliate)

- Individual tutor
- Counseling services
- Assistive technology
- Reduced academic requirements

AFFILIATE ROLE

A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher.

Luke 6:40

Affiliate POCs and facilitators in those Affiliates are encouraged to take an active role in their students' education. Even though the coursework involves self-instruction, facilitators are essential in actively assisting the student as "first responders" throughout each lesson. As such,

facilitators are responsible for ensuring the quality of independent student learning and monitoring student quiz and test administration to ensure student integrity.

Using a specially designed Observer Account within the LMS, Affiliate POCs and facilitators can view all graded assignments and monitor academic progress. It is also strongly recommended that the facilitator check the student Observer Account Dashboard regularly in order to monitor student progress.

rev. 03/2018

FACULTY ROLE

LUOA teachers are degreed in their subject area, hold a Master's Degree, are licensed professionals, and/or hold terminal degrees. They provide support to facilitators and students through electronic correspondence. The LUOA teacher takes responsibility for the day-to-day academic well-being of each student. Assessment of student work is provided by the LUOA teacher, and grades are always available to students and Affiliates through the online gradebook. Communication between LUOA teacher and student is accomplished on three levels: correspondence in the LMS message center, comments made directly on the assignments, and regularly scheduled LUOA teacher office hours. Additionally, LUOA provides free phone-in instructional help for students needing assistance from an Academic Specialist. Using the communication options established within the LUOA structure, relationships among the facilitators, students, and LUOA teachers become similar to those that exist in a traditional classroom setting.

ACADEMIC SUPPORT

Students in need of assignment assistance beyond that which can be resolved through messaging the LUOA teacher may call the school office for assistance from Subject Matter Experts at 1-866-418-8741, Option 4. These services are available Monday through Friday, 8:30 – 5:00 Eastern Standard Time. Tutorial assistance is limited to helping the student understand the thrust of an assignment and understanding a lesson concept. Students needing full service tutorial help must plan to secure those services through tutors in their locality at their own expense.

TECHNICAL SUPPORT

Technical support and communication are imperative to a successful experience in an online learning environment. Below you will find information pertaining to who you should call for which type of issue, as well as important contact information. **However, we strongly recommend that each Affiliate hire an IT specialist to help with the day-to-day logistics of providing an online learning component in a brick-and-mortar institution.**

Contact the LUOA Teacher when you have:

- Questions about the course content
- Questions concerning graded assignments
- For resubmission of an assignment based on technical error
- Need to inform them when students will not be working (vacation, medical leave, etc.)

Contact the LUOA Advisor when you have:

- Technology issues
- Registration questions
- To request final grades
- For transcript completion
- Need to inform them when students will not be working (vacation, medical leave, etc.)
questions about an end-of-course grade

If you are experiencing technical issues and are in need of technical support, please call 1-866-418-8741, Option 6.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

LUOA utilizes a browser-based internet interactive format. PCs and Mac computers are compatible with this program. Computers must have the following system features as minimal requirements. **Internet service must be high-speed. Wireless connection using air cards or satellite services encounter connectivity problems due to the size of lesson files being transmitted. Internet connectivity must be through Firefox or Chrome rather than Internet Explorer or Safari.**

- High Speed Internet Service (Satellite internet does not work well)
- Webcam with microphone

- Headset with microphone required for high school foreign language courses
- Printer Recommended (printer and scanner required for K-6 grade levels)

ACHIEVEMENT TESTING

LUOA provides annual achievement testing for all full-time students. The online version of the Terra Nova is utilized. The Terra Nova 3 Online is a widely-used achievement test that is delivered to LUOA students through their home computer. An Academic Advisor schedules student test times during the month of April. For additional information about the Terra Nova 3 Online Achievement Test, please visit ACSI.org.

rev. 06/2017

ASSESSMENT

LUOA philosophically approaches learning and assessment from a mastery concept. Mastery learning provides students with the opportunity to demonstrate mastery through various forms of assessment in which the LUOA teacher has the authority to provide multiple attempts of an assessment to bring the student to full understanding. The underlying premise to this philosophy is that all students can learn.

Because curriculum is sequential, it is vital that students demonstrate mastery so that present success will provide the foundation to future learning. In an effort to reduce guessing and improve student motivation to develop and follow good study habits, the number of attempts is limited by the LMS to two attempts on daily work. After two attempts the student will be awarded the highest of the two grades.

Students who have connectivity issues during a quiz or test should first contact his/her LUOA teacher and then contact the LUOA Advisor. *Both contacts are essential.*

rev. 08/2016

ASSIGNMENTS

For consistency in writing across the curriculum, all research projects must be properly cited using the [MLA citation style](#). **Wikipedia is not considered to be a reliable source for research. Any work that includes or cites Wikipedia may be returned to the student for revision or may result in a significantly reduced grade.**

Because technology can fail, **students should save copies of projects to their personal computer in the event it should need to be submitted a second time.** Any courses requiring video submissions are uploaded behind Liberty University's firewall for safety and security purposes.

Rubrics are used to grade some assignments to help prepare the student for what will be evaluated prior to submission of the work, to standardize grading by different LUOA teachers, and to categorize the feedback provided by the LUOA teacher. Clarification questions should be referred to the LUOA teacher.

rev. 08/2015

TYPES OF ASSESSMENTS

To simplify and clearly identify which policies apply to which assessment, each assessment has been categorized into one of four categories: Lesson, Assignment, Quiz, or Test. Each applicable item on the course Modules page has been designated with an identifier chosen from among these categories. Thus, a Quiz on the American Revolution may be designated by a title like "1.2.3 **Quiz**: The American Revolution." These identifiers were placed on the Modules page to help students understand which Resubmission and Honor Code policies apply to that assessment (see the Resubmission and Honor Code policies on the page to follow for further details).

Lesson – Any item on the Modules page designated as a "Lesson"

These include instructional content and sometimes an assessment of that content. Typically, a Lesson will be the day-to-day work that a student completes.

Assignment – Any item on the Modules page designated as an "Assignment"

Typical examples of Assignments include, but are not limited to, papers, book reports, projects, labs, and speeches. Assignments are usually something that the student should do their best work on the first time.

Quiz – Any item on the Modules page designated as a "Quiz"

This usually takes the form of a traditional assessment where the student will answer questions to demonstrate knowledge of the subject. Quizzes cover a smaller amount of material than Tests.

Test – Any item on the Modules page designated as a “Test”

This usually takes the form of a traditional assessment where the student will answer questions to demonstrate knowledge of the subject. Tests cover a larger amount of material than Quizzes.

From here forward in this handbook, Lessons, Assignments, Quizzes, and Tests will be denoted with capital letters to specify that these are the types of assessments to which the following policies apply.

rev. 01/2017

RESUBMISSION POLICY

Whatever you do, work heartily, as for the Lord and not for men

Colossians 3:23

Students are expected to submit their best work on the first submission for every Lesson, Assignment, Quiz, and Test. However, resubmissions may be permitted in the following circumstances:

- **Lesson** – Students are automatically permitted two attempts on a Lesson. The student may freely resubmit for their first two attempts without the need for LUOA teacher approval.
- **Assignment** – Students are intended to do their best work the first time on all Assignments. However, any resubmissions must be completed before the student moves more than one module ahead of that Assignment. For example, a student may resubmit an Assignment from Module 3 while in Module 4, but not an Assignment from Modules 1 or 2. **High School students may not resubmit an Assignment without expressed written permission from the LUOA teacher in a comment.**
- **Quiz** – Students may NOT resubmit for an increased grade.
- **Test** – Students may NOT resubmit for an increased grade.

If a student feels that he or she deserves a resubmission on a Lesson, Assignment, Quiz, or Test due to a technical issue such as a computer crashing, the student should message his or her LUOA teacher to make the request, and that request will need to be approved by LUOA.

FINAL WORK SUBMISSIONS

Submitting the course completion assignment in a subject signals that the student has completed the course. All assignments and the final test must be submitted *before* the course completion is taken. **Once the course completion assignment is taken, the course is closed.** Students and Facilitators should be sure that they are ready to “close” that subject prior to submitting the Course Completion Survey.

rev. 03/2018

DETERMINING COURSE GRADES

Students read, watch, and listen to the material in each lesson and complete problems, assignments and tests on the computer. With the instant grading feature, students and facilitators have immediate feedback regarding the student's progress. LUOA teachers grade written work such as paragraph answers, essays, and projects. Any grading or comments made by the LUOA teachers are transferred back to the student. Due dates are provided in the student's homepage and calendar to keep students on schedule.

The number of assessments for each module varies. LUOA teachers have the prerogative to award credit for an assessment, as they deem appropriate for the work submitted. **Extra credit assignments are not available.**

LUOA teachers are required to grade assignments within 48-hours with the exception of projects or papers, which will be graded within 4-days.

Grade averages are calculated utilizing a weighted scale. Each course is subdivided into modules. Lessons, quizzes, and the module tests are assigned a weighted value by category in determining the module grade.

The students' grades will be determined according to the following grading scale and assignment weights. The final letter grade for the course is determined by a 10-point scale. Assignments are weighted according to a tier system, which can be referenced on the Grades Page in Canvas. Each tier is weighted according to the table below. Items that do not affect the student's grade are found in Tier 0.

Grading Scale		Assignment Weights	
A	90-100%	Tier 0	0%
B	80-89%	Tier 1	25%
C	70-79%	Tier 2	35%
D	60-69%	Tier 3	40%
F	0-59%		

If a student or facilitator questions an end-of-course grade, that concern should be immediately presented to the Academic Advisor for clarification/correction.

rev. 03/2018

Awarding Semester Credit from Full-Year Courses

Students registered for full-year courses occasionally do not finish due to a variety of reasons such as administrative withdrawal or requested withdrawal. Students who completed the 1st semester and earned a passing grade, will be awarded the grade earned based on the average grades earned in Modules 1-5. Students will be awarded a *W*, *F* or *FN* for the 2nd semester depending on the situation.

COURSE CREDIT

High school courses are awarded one-half credit for each semester of successfully completed student work. Credits earned prior to LUOA enrollment can be accepted based on official transcripts and diagnostic test results. Credits earned in other schools will be recorded on LUOA transcripts as 1.0 credit for each standard high school course involving 150 to 180 clock hours of instruction.

Students who have taken high school courses through homeschooling must show documentation of work completed and demonstrate mastery on diagnostic tests in order to receive transfer credits.

Throughout a student's LUOA high school experience, additional credits may be earned for courses taken outside of LUOA, but it is standard practice for students to take courses offered at LUOA, especially core courses. Courses taken outside of LUOA will be evaluated for appropriate high school credit based on rigor, course content, and whether or not it is offered at LUOA.

Students may earn both high school and college credit for enrollment in a single course. One 3-hour college course will be awarded $\frac{1}{2}$ high school credit.

FAILED COURSES

If a student fails either semester of a course, depending on the subject, the LUOA administration may require the student to retake that semester's coursework before moving on to the next semester or grade level.

REPEATED COURSES

Previous grades of record are not replaced when a student repeats a failed or previously passed course, and all grades of record are applied when calculating the student's overall GPA. If a student repeats a previously passed course, state standard mandates that only one of the two courses will be factored into the total number of credits required for graduation.

rev. 01/2010

MATERIALS SELECTION POLICY

LUOA screens and selects educational materials to be consistent with the school's philosophy. However, the fallen human condition depicted in literature (as in Scripture itself) is not always pleasant. Valuable works sometimes have objectionable or profane elements. Good books provide four recognized values:

1. They build Godly attitudes and character traits.
2. They deepen our social and cultural awareness.
3. They strengthen our use of written language.
4. They provide a lifelong source of enjoyment and relaxation.

In order to instill these values in our students and fulfill the stated objectives of our school, all LUOA students are expected to read and study good books on a regular basis. Recognizing that materials designed for one level may not be appropriate for another, three levels of criteria are applied.

1. Elementary materials must contain no objectionable material.
2. Objectionable elements in 6th-8th grade materials must be limited and must serve a specific educational purpose.
3. Objectionable content may be included in high school materials but must be outweighed by positive literary, curricular, or Christian value.

Materials which are required for students have been approved by the Department Chairs.

rev. 05/2017

LIBRARY

The Liberty University Online Academic library offers students a thorough set of online resources through the following databases to enhance their learning.

ERIC

- Million (+) records and links to hundreds of thousands of full-text documents dating back to 1966
- Newspaper collections from the United States, Australia, Canada, the United Kingdom, Pakistan, New Zealand, the United Arab Emirates, and China
- Proquest Central
- 10,910 academic journals
- British Periodicals Online

- Hundreds of magazines and journals from the late seventeenth century to the early twentieth century

Periodicals Archive Online

- Major collection of older scholarly magazines in subject areas such as the arts, humanities, and social sciences
- Covers more than two centuries of content
- 37 key subject areas
- Multiple languages

Digital National Security Archive

- Declassified government documents from 1945 to the present.
- Topics include U.S. policy toward critical world events
- Includes military, Intelligence, diplomatic, and human rights dimensions

Ebsco K-12:

- 2000 academic journals
- 1500 newspapers
- 1150 magazines
- 1000 electronic books
- 940 biographies

Music Periodical Database

- Information about several hundred international music publications
- Covers 20 countries
- 140+ music journals

The LUOA library offers students a thorough set of online resources through Ebsco's K-12 library system. The library contains almost 2000 academic journals, close to 1500 newspapers, and just over 1150 magazines. Additionally, the library offers over 1000 electronic books and 940 biographies. The ERIC system contains more than a million records and links to hundreds of thousands of full-text documents from ERIC dating back to 1966. The newspaper collection offers newspapers, not just from the United States, but also Australia, Canada, the United Kingdom, Pakistan, New Zealand, the United Arab Emirates, and China.

rev. 08/2016

STUDENT EXPECTATIONS

ACADEMIC INTEGRITY

In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven

Matthew 5:16

A school environment based on integrity provides a setting of peace and trust. It is the responsibility of Affiliates, students, and LUOA personnel to work together to develop a school community based on honesty in words and actions.

The Bible says, "Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out" Proverbs 10:9. Therefore, in order to issue a transcript and/or a diploma upon completion of the program, LUOA must have a reasonable degree of assurance that the grades earned and work completed are an accurate reflection of the student's ability and mastery of the material. Therefore, dishonesty related to the coursework is viewed seriously and dealt with appropriately.

It is important that Affiliates take ownership of their responsibility in the program and ensure there is sufficient supervision as the student is completing lesson work and taking quizzes and tests.

Program abuse primarily occurs when students become disrespectful to LUOA teachers or when they pursue alternative ways of completing the coursework outside the conventional use of the curriculum as understood by both the Affiliate and the student through LUOA communications and this Affiliate Handbook.

A conventional approach means that students read the lessons, answer lesson questions, study for quizzes and tests without preview of the assessment instrument, and then complete those quizzes and tests independent of "outside" resources of any form (i.e., notes, etc.). **In other words, during quiz and test assessments, students are to rely solely on their mental preparations for that assessment.**

HONOR CODE

So whoever knows the right thing to do and fails to do it, for him it is sin.

James 4:17

By enrolling in LUOA, the student agrees to the following statement:

As a student of LUOA, I understand that it is my responsibility to uphold God's biblical mandate that my life testimony demonstrate actions of integrity. In so

doing, I will complete all assignments as instructed, without resorting to cheating or plagiarism. I understand that it is my responsibility to turn in my assignments in a timely manner, complete my own work, not share my work with others, and treat all students, teachers, and staff with respect.

rev. 06/2017

CHEATING

Cheating is giving aid to a student or receiving any form of aid regardless of the source without the consent of the LUOA teacher. Assistance in daily lesson work is not considered cheating as long as the student actually does the work. However, multiple occurrences of cheating on daily work or exceptional cases may result in an honor code violation. The line between lesson “assistance” and cheating is drawn at the point of providing actual answers to questions.

Quizzes and tests must be completed without the aid of any notes or other forms of written information and without information provided by human sources. Students may receive help to clarify word meaning if a student does not understand a question, but prompts that would guide the student to the correct answers are inappropriate. Affiliates and facilitators are responsible to monitor student work to assist LUOA teachers in verifying student submission integrity. When a determination of cheating on a quiz or test has been made, the student will receive a grade of 0 for the entire assignment.

Examples of Cheating Include: (this is not a comprehensive list)

- Copying text from a lesson on a quiz or test
- Copying text from an outside source
- Using answers from other students
- Viewing outside websites or LUOA lessons or assignments

PLAGIARISM/SELF PLAGIARISM

Whether intentional or not, plagiarism is submitting work that is not the student’s own thoughts and opinions, but has originated from another source and is not properly documented. Self-plagiarism occurs when a student submits work completed in another course or another context as if it is original work for a current assignment.

Examples Include: (this is not a comprehensive list)

- Copying from the internet or books
- Having someone else write your paper
- Sharing answers
- Rearranging someone else's words
- Downloading internet papers
- Copying another student's work: part or all
- Utilizing work from a previous context and submitting it as new

rev. 10/2016

LUOA, along with our Affiliates, is committed to ensuring that students are properly equipped to follow accepted guidelines of research, to properly cite sources used, and receive appropriate feedback and consequences when they fail to do so.

- In elementary grades 3–5, LUOA teachers stress that students know how to properly quote sources. Copying and pasting is accepted as long as students use quotation marks and they provide the source.
- LUOA teachers in grades 6–8 focus research instruction on summarization principles. In addition to quotes, the students are asked to put information in their own words; sources are still expected with the summarization.
- High school students are required to fully utilize MLA formatting and citation style.

At the beginning of each school year, every student in grades 6–12 is presented with a *Back to School Quick Start* orientation. Included in this orientation is instruction for properly citing reference sources and practical measures to avoid plagiarism, as well as a wealth of additional information to help students succeed.

All projects that require research and source citation must have a Works Cited page in order for students to receive credit. These reports also require the use of in-text citation called “parenthetical documentation,” according to the MLA citation style.

To ensure academic integrity, LUOA teachers use Turnitin, a national plagiarism detection database. LUOA teachers electronically submit assignments, essays, and projects, to the database and receive a report detailing the level of plagiarism (if any) included in the material and the possible sources from which the material was copied. When plagiarism is identified in a student's report, the plagiarized report will be returned to the student. Affiliates will be notified of the issue and instructed as to how to help their child succeed in written assignments. The student will be scheduled for a required plagiarism workshop. Consequences for plagiarized reports range from resubmitting the report for a maximum grade of 80% for a first offense and a grade of zero for the second offense, to eventually no course credit and/or administrative withdrawal for repeat offenses.

Once a student is withdrawn for violating the Honor Code, reinstatement is considered only upon written application to and approval by the administration of LUOA. Reinstated students are automatically placed on probation. The administration will consult with the student's Affiliate POC as to the nature and length of the probation. At the administrator's discretion, certain conditions may be imposed, such as requiring proctors for tests and exams.

rev. 03/2018

CONSEQUENCES FOR VIOLATIONS TO THE HONOR CODE

When an Honor Code violation occurs, the LUOA teacher will communicate with the Affiliate POC and document the offense on the Honor Code Violation spreadsheet. In the case of an appeal, the Affiliate POC will contact the LUOA teacher who will communicate with the appropriate administrator.

Replies to any correspondence must be made within 24 business hours of the last email received.

Warning – *This ONLY applies to high school Lessons and elementary/middle school Assignments and Lessons.* These will be taken as a teaching moment for the student.

Lessons – A zero will be assigned for the question only.

Elementary/Middle School Assignment – The student must redo their work. However, they may retain their original grade.

1st Offense

Lesson, Quiz, or Test – The student will receive a zero on the entire assessment.

Assignment – The student will:

Receive a 0% or 80% of his or her original grade per the LUOA teacher's discretion

Be required to complete the Plagiarism Workshop

Be permitted to retry for a higher grade on the next attempt at the LUOA teacher's discretion

2nd Offense – The student will receive a zero and be placed on Academic Probation.

3rd Offense – The student will receive a zero and the Department Chair will determine the consequences that should follow, possibly including Academic Withdrawal from the course or expulsion from the Academy.

CONFLICT RESOLUTION

In the event that a dispute arises between a student and LUOA teacher (e.g. grading, feedback, messaging, etc.) students should follow the biblical mandate from Matthew 18:15-17 and first contact the LUOA teacher in a respectful manner. If the student and LUOA teacher cannot successfully resolve the issue, the Affiliate facilitator should then contact the LUOA Strategic Affiliations Advisor, who will then reach out to the appropriate Department Chair. The Department Chair will contact the LUOA teacher and student to find a resolution to the issue.

RESPECT

A student's actions and speech quickly convey to others the factors which motivate him or her in relationships. A student must be courteous to those with whom he or she associates by striving to live in harmony with them. Courtesy includes showing respect to all administration, faculty, and staff. Words are a powerful tool and must be used wisely.

Communication with LUOA teachers needs to be handled in a formal manner. A student is expected to use proper language, such as please and thank you in messages. In written communication, the student's LUOA teachers and advisors cannot hear his or her tone or see facial expression when reading a message, so sometimes words may be taken in a way never intended. In the event of a difference of opinion between the student and LUOA teacher great care must be taken to address concerns in a respectful manner.

Accepted Forms of Communication:

- Canvas Messaging System
- Liberty University e-mail
- Phone (LUOA offices)

TEN KEYS TO UNLOCKING LUOA EDUCATIONAL SUCCESS

Online learning is unique in that students must take a more active role in learning and accessing information than traditional students in conventional classrooms. Instead of LUOA teacher directed instruction, online course material is provided in text, video, and animation formats. Written messages between the student and LUOA teacher replace direct communication associated with traditional classroom instruction. Rather than simply sitting through a class and jotting notes, online students must take the initiative to self-teach, using the LUOA teacher as a resource rather than the primary presenter.

You will find that self-paced instruction has many advantages. The control you gain by being actively engaged in your students' personal learning experience will result in improved grades and depth-of-learning. It is our goal for your students to become independent learners through this experience, who are able to skillfully use their personal learning style to acquire knowledge, gain understanding, and wisely apply learning in life decision-making situations. To help your students transition to online learning, we offer the following ten keys to unlocking LUOA educational success. Your students should do the following:

1. Watch the New Student Orientation Course and Read the Student Handbook

The New Student Orientation Course is a required assignment for all new students. The course provides practical advice to enable students to quickly acclimate to online learning using LUOA's learning management system (LMA).

The Affiliate Handbook provides valuable information regarding policies and procedures, all of which are designed to enable students to have a successful school experience. Be sure to thoroughly read the handbook. If you have questions about policies or procedures, contact the LUOA Strategic Affiliations Advisor.

2. Read and Secure Items on the Course Supply List

Located under the *Curriculum* section at the bottom of LUOA's website homepage is a link to the supply lists for LUOA courses. Affiliates should print the applicable lists prior to the start of each course. Securing project items in advance will ensure timeliness in completing course projects when assigned.

3. Understand the Lesson Design

Each new lesson in a module builds on previous learning objectives. A student's understanding of material covered in each lesson will directly relate to how he/she have mastered concepts in previous lessons.

Lessons contain a variety of content and the length is designed so a student can focus on important information. Students should not simply rush through assignments for the sake of

completion. Mastery of the content is the goal. Quizzes and tests were designed to assess student mastery.

4. Submit Assignments on Time

Each student has an individualized assignment calendar that is maintained by the curriculum LMS. As a general rule, students should complete at least one module of course study per month. Facilitators and students can quickly assess course progress by comparing modules completed to the number of months enrolled.

With online courses, students can never say, "I know I turned it in, you must have lost my paper." All assignments are submitted through the online assignment page and stored on the Academy's massive file servers. It is recommended that students save a copy of all written projects in case there is an unforeseen technical issue with a submission.

Be sure to click *Submit* when finished with an assignment. Without that final command, the LUOA teacher will not receive the work, and you will not get credit for completing the assignment.

5. Be Active Learners

In online education, the student is responsible for what he/she learns in the course. Rushing through assignments will not lead to information retention. Students must take time to make notes, to memorize important terms and definitions, and to understand lesson facts and concepts.

Students need to be sure to fully answer all assigned questions. An active learner goes beyond the minimum requirements, not do just enough to progress. Remember, students will have to use what you learn today as the foundation for what they will learn tomorrow.

6. Get Acquainted with their LUOA teacher

One of the secrets to successfully adjusting to online education is engagement with the LUOA teacher. Students must take an active role in their education by discussing ideas and sharing questions with their LUOA teachers. To gain the best help from an LUOA teacher, students should state their question after explaining what they understand. In so doing, the LUOA teacher can provide instruction that is meaningful to the student's needs. The following are examples of requests that are too general. "I don't understand" or "Please help." These would be better stated: "I understand that I need to write a paper on George Washington, but the directions do not tell me how long the paper should be and how many sources I am required to use." Good dialogue involves clarity in expressing ideas and seeking information.

7. Build for Success through Organization

Daily organizational structure and strong study skills are fundamental elements to online learning success. Many students find that keeping a physical binder to take notes while studying lessons is an excellent way to increase learning. The notes provide a convenient

means for review before taking quizzes and tests. Having a binder with class notes allows students to review when you are away from the computer or have lost access due to hardware failure. Divide the subject binder by course, module, and lesson titles. Keeping notes may appear to be too time-consuming, but there are no shortcuts to learning. Academic success requires organization and perseverance.

8. Avoid Procrastination

Keeping up with schoolwork is every student's responsibility. Establish a study routine and daily study time. LUOA teachers can usually tell when a student rushed through an assignment, each student should take his/her time and learn as much as possible.

If a student has to write a research paper, he/she should allow a couple of days to research the topic. Then create an outline and begin writing the paper's rough draft. A student should take time to revise the rough draft and apply online spelling and grammar checks. When satisfied that the work is complete, a student needs to keep a copy on the computer and submit a copy to the LUOA teacher by following the directions provided with the assignment. Students can avoid plagiarism by properly citing outside resources quoted and providing a list of references at the end of the paper. Working diligently on projects provides an opportunity for lesson enrichment through research and/or discussion which enables students to make practical life- application of lesson concepts. To assist students in maintaining timeliness with work completion, the Learning Management System (LMS) blocks advancement to the next lesson of study until all previous assignments are complete.

9. Look for Life Application in the Lesson Discussion

Education should make a difference in each student's life. Discovering ways that lesson information can be applicable to a student's life or future education makes learning fun. Discovering the significance of a topic or concept will help a student to better remember the information.

LUOA teachers want to understand that their students have more than book learning. They want to see that students can apply information to more than just a test question. Can your students' newly acquired knowledge help them succeed in actual life experiences? Due to the nature of online education, students are not pressured for immediate answers to questions involving critical thinking, but these should develop naturally as they progress through the curriculum. They need to take time to formulate a knowledgeable response before answering questions.

10. Set Goals

LUOA provides a daily assignment calendar to keep students focused. The goal should be to complete all tasks required on the day they are assigned. If students get behind, they should use the next few days and/or the weekend to get back on track. Without goals, procrastination replaces production

HIGH SCHOOL POLICIES AND PROCEDURES

GRADUATION REQUIREMENTS

The following applies to full-time Affiliates only. In order to earn an LUOA diploma, students must earn 25% of their credits from LUOA. Students transferring to LUOA their senior year must take 5 credits to establish full time status. LUOA will not issue a diploma to a part-time student who has not established full-time status for their final year of high school at LUOA. Reenrolling students entering the 12th grade who have already attained full-time status will be assigned courses based on LUOA Degree Completion Plan requirements.

Students who establish full-time status prior to their senior year must successfully complete at least five LUOA credit hours each year thereafter. The credit hour requirement may be met using LUOA courses, LU dual credit courses, or combinations thereof.

Students who break enrollment with LUOA for a minimum of one academic year must reestablish full-time LUOA status for at least one year prior to graduation.

LUOA offers three high school diploma options: the traditional standard diploma, an Associate of Arts diploma, and an Advanced diploma. A review of all Diploma Completion Plans (DCP) shows a difference in the number of math, science, history and foreign language courses required. All diplomas are considered college preparatory in design. Because each college or university has its own entrance requirements, the student and Affiliate POC should consult with the college or university to tailor a high school program that meets the specific expectations for admission to that institution.

rev. 03/2018

HIGH SCHOOL STUDENT COURSE LOAD

Full time students in grades 9 through 12 must be enrolled in a minimum of five courses (realizing that taking the minimum number of courses will require more than four years to graduate).

CLASS PLACEMENT

The following applies to full-time Affiliates only. For high school class placement, the student

- **9th Grade** – must have successfully completed 8th grade
- **10th Grade** – must have accumulated a minimum of 6 credits
- **11th Grade** – must have accumulated a minimum of 13 credits
- **12th Grade** – must have accumulated a minimum of 19 credits and have tentative plan to graduate in the immediate year.

CLASS RANK AND GPA

Because LUOA students attend school year around without a declared institutional school year start or end date, computing class rank is not possible. Student grade point averages are calculated on a quality point system. For transfer students, LUOA will honor a conventional school course status as honors or AP. LUOA will weigh such transfer courses on the LUOA conversion system. For new students transferring into LUO, homeschool courses will be weighted according to LUOA descriptors. Homeschool AP courses will be weighted upon submission of AP national test scores. Non-institutional Credit courses will be accepted as Pass/Fail.

Standard Courses	Honors Courses	College or AP Courses
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0
F = 0.0	F = 0.0	F = 0.0

MATH ENTRANCE ASSESSMENT EXAM

LUOA utilizes a math assessment test as a tool in the admissions process to evaluate student skill-level for high school math courses. Homeschool students are required to take the math assessment to ensure accurate placement based on skill-level. Affiliate students may be required to take the math assessment test based on their current level of math placement and

grades earned, as determined by the LUOA Strategic Affiliations Advisor. Students in grades K-8 are not required to take a math assessment test unless deemed necessary by a Department Chair to ensure accuracy of placement.

rev. 03/2018

LATE NITE LABS

All students taking Biology, Chemistry, or Physics use an innovative online laboratory software program to complement and reinforce the concepts taught in the class curriculum. Through a contract with Late Nite Labs, LUOA students complete simulated laboratory experiments at any hour of the day, any day of the week. Students do not simply watch a video of an experiment being performed in a laboratory; instead, Late Nite Labs is completely interactive. Students perform actual lab experiments using this virtual lab experience. Students record experiment data and write results just as they would in any standard lab situation.

ELECTIVE COURSES

At the high school level, a certain number of electives are required in order to meet graduation requirements. Elective credit requirements for high school graduation may be met by taking courses provided by LUOA or by having an External Credit Course approved by an LUOA Strategic Affiliations Advisor or Department Chair.

rev. 03/2018

DUAL ENROLLMENT PROGRAM

High school juniors and seniors may get a head start on their college education by enrolling in online college courses offered via Liberty University Online. Through this Dual Enrollment partnership program, academically advanced students earn college credits in a variety of subjects.

The tuition for these courses is charged based on the rate agreed upon in the Affiliation contract between LUOA and the Affiliate, the special rate provides significant savings over the regular university tuition rate.

Because all Liberty University coursework is accredited, courses are transferable to other universities if the student were to choose to attend a college other than Liberty.

Students desiring to take dual credit courses must have a minimum 2.7 cumulative GPA, completed 12+ high school credits, and be over the age of 13.

Students who fail a dual enrollment course may repeat the course one time. The Affiliate must pay the tuition for the repeated course. If the student is planning on graduating from LUOA, the original and second attempt grades are listed on the LUOA high school transcript and factored in the student's overall LUOA GPA. A second failed course will result in the removal from the LUOA dual enrollment program. The student may continue to enroll in LUOA high school courses, but will not be allowed to enroll in additional dual enrollment courses.

Dual enrollment courses will require additional material that is purchased separately from MBS Direct. Some courses require course packages as well as textbooks. Purchases may be made online through MBS Direct at <http://bookstore.mbsdirect.net/liberty.htm> or by phone at (800) 325-3252.

It is recommended that students purchase course materials at least ten days before the course start date to ensure a timely delivery. When ordering, please verify with your registration information whether you are enrolled in an 8-week course or 16-week course format. The purchase of materials can be done directly by the parent or by the Affiliate, this is decided by the Affiliate.

A complete list of courses being offered for dual high school/college credit is provided on the official website, www.LibertyOnlineAcademy.com.

rev. 03/2018

NCAA CLEARINGHOUSE ELIGIBILITY

LUOA dual enrollment courses are NCAA eligible. However, LUOA courses are not approved by the NCAA Eligibility Center for use as core courses in Division I or II academic evaluations. The NCAA requires that students be taught through the use of LUOA teachers as primary instructors. The NCAA has ruled that LUOA's online instructional delivery with secondary student support does not meet their standard for approval. The rationale for this ruling has been broadly applied to online institutions and correspondence schools nationally. However, we encourage every Affiliate to independently contact the NCAA regarding its status as a school that uses LUOA courses but is a brick-and-mortar institution, as well as inform recruiters of student athletes who are being actively recruited by a Division I or II university of the student's LUOA attendance and seek their counsel.

rev. 03/2018

DIPLOMA COMPLETION PLANS

The following applies to full-time Affiliates only. Below are the various Diploma Completion Plans (DCP). These are the required and optional courses and their credit value. Using the DCP will allow you to designate your strategy and monitor your progress as you advance towards graduation.

Academic and Career Success is a required course that fulfills ½ credit of the 2 credits required for Fine Arts, Technology and Career Planning, it is designed to equip students to be successful online students and guide them in making wise choices for further career or academic endeavors. This course offers an orientation to the purpose and mission of LUOA and how a student's academic performance should be viewed in relationship to the biblical worldview.

Included in this course are resources to enhance a student's scholastic pursuits including communication, study, note-taking, and time management skills; reading and comprehension strategies; methods for evaluation of resources for research and writing; and approaches for future career planning.

Since LUOA awards a Virginia diploma, students are required to take the following courses:

The Commonwealth of Virginia Requires:

- US and Virginia History
- US and Virginia Government

Courses to Fulfill the Virginia Requirement:

- US History (1-year)
- VA State History (1-semester)
- US Government (1-semester)

DEGREE COMPLETION PLANS

A Degree Completion Plan (DCP) is a visual path for a student's education. LUOA has vetted and created a recommended DCP for the Standard Diploma, Advanced Diploma, and an AA Diploma with different specializations. Please note that degree specifications change based on Liberty University registrar requirements and the Virginia Department of Education requirements. To view any of our Degree Completion Plans, please visit our website at <https://www.liberty.edu/onlineacademy/curriculum/>.

GRADUATION CEREMONY

The following applies to full-time Affiliates only. LUOA hosts a formal cap and gown commencement ceremony as a part of Liberty University's on-campus commencement festivities each May. Graduating seniors of LUOA from Affiliates are welcome, but not required, to attend this special event. It is a graduation second to none.

Because the LUOA has an open enrollment policy, students actually finish their coursework at varying dates other than that of the formal graduation ceremony. The individual student graduation date stated on official transcripts is the actual date coursework is completed.

Any student enrolling as an incoming senior after February 1st will be listed as a graduating senior for the class of the next academic year (e.g. A student enrolling as a beginning senior in February 2018 would be listed in the graduating class of 2019.) The formal class graduation date recorded on diplomas is the date of the May ceremony for that academic year.

rev. 03/2018

GRADUATION FEE

The following applies to full-time Affiliates only. LUOA graduating seniors, regardless of attendance or non-attendance at the on-campus graduation ceremony, are assessed a one-time, non-refundable, graduation fee of \$50.00. The fee is added to the student's tuition account in February. Cap, gown, and graduation announcements are available. Click [here](#) to order LUOA Regalia.

LEGAL POLICIES

STATEMENT OF POLICY ON NONDISCRIMINATION

No person shall be denied enrollment, be excluded from participation in, be denied the benefit of, or subjected to discrimination in any program or activity, on the basis of sex, race, color, national origin, or ethnic group.

CYBER-BULLYING POLICY

Cyber-bullying is defined as defamatory behavior through the use of electronic technologies such as school discussion forums, email communications, social media, personal web sites, or cell phone communications, with the intention of causing harm to others to the extent that the educational atmosphere has become one of abuse.

Cyber-bullying consists of dangerous or abusive behavior that directly alters the condition of a student's education, thus requiring administrative action in order to ensure the safety of students, staff, faculty & administration.

Upon Receiving a Report of Cyber-Bullying, LUOA will:

- Investigate the claims
- Notify the Affiliate POC of the student's involvement
- Take disciplinary action as outlined below:
 1. **Report** – Any student who believes he or she has been the victim of bullying has a responsibility to report the alleged bullying to one of his or her LUOA teachers or academic advisor. The alleged bullying should be reported as soon as possible. Furthermore, any student, facilitator, or LUOA teacher who has knowledge of conduct which may constitute cyber-bullying has a responsibility to report such conduct to an LUOA teacher, academic advisor, or administrator.
 2. **Investigate** – In response to receiving notification of alleged cyber-bullying, the LUOA administration will conduct an investigation in order to determine if a violation of the cyber-bullying policy occurred. The investigation may involve reviewing documentation of the alleged bullying and interviewing the parties involved in the alleged cyber-bullying.

3. **Notify** – If it is determined that a violation of the cyber-bullying policy did occur, the Affiliate POC of all students involved will be notified of the occurrence and resulting disciplinary action. School Administration will notify local law enforcement if it believes that criminal charges may be pursued.
4. **Disciplinary Action** – The LUOA school administration will take appropriate action in addressing the misconduct and ensuring it will not occur again. Disciplinary action may be carried out in the following measures
 - Verbal warning to the student.
 - Requiring a written apology sent to the student(s) who were harassed, the school administration, & any other parties involved.
 - Permanent Expulsion from the academy

CHILD ABUSE OR NEGLECT POLICY

In recognition of the unreported criminal activities that surrounded the Penn State child abuse scandal, many states have enacted laws and/or reinforced current laws defining mandated child abuse or neglect reporting requirements.

The Virginia Legislature has extended reporting requirements, effective July 1, 2012, mandating that every employee of a public or private institution of higher education who, in his or her employment capacity, has reason to suspect that a child (under the age of 18) is an abused or neglected child, has a responsibility under law and must report the suspected child abuse or neglect within 24 hours. This report must be made to the local city or county Social Services office where the child resides, where the abuse or neglect is believed to have occurred, or to the Virginia Department of Social Services toll-free child abuse and neglect hotline (800) 552-7096.

If any employee of Liberty University fails to report suspected abuse within 24-hours, he or she may be criminally charged with failure to report such abuse or neglect and the employee may have to pay a fine of \$500 for the first offense and not less than \$1,000 for the second failure to report. If the child abuse involves certain types of sexual abuse, the employee who knowingly and intentionally fails to make the required report shall be guilty of a Class 1 Misdemeanor.

The law provides that no mandatory reporter, which includes all LU employees, shall be required to make a report if the employee has actual knowledge that the same matter has already been reported to the local Social Services office or via the toll-free child abuse and neglect hotline.

Liberty University strictly complies with the letter of the law as well as the spirit of the law. This policy applies to all LU employees. We have adopted the following employee policy in this regard:

EMPLOYEE MANDATORY REPORTING REQUIREMENTS FOR CHILD ABUSE AND NEGLECT

The University strictly abides with the reporting requirements as mandated under Virginia Code 63.2-1509. All employees are required to report any suspected child abuse or neglect of any child under the age of 18, regardless of the nature of the abuse or neglect, the identity of the suspected perpetrator of the abuse or neglect, or the location in which the suspected abuse or neglect occurred.

Any employee who, in his or her employment capacity, has reason to believe or reasonably suspects child abuse or neglect has occurred in association with any LU affiliated person, property, business or activity, should inform University authorities as soon as possible.

- In order to file a report, contact Human Resources as soon as possible by calling (434) 592-7330; no longer than 12-hours after first suspecting abuse or neglect so that the University can respond within the 24-hour requirement. Human Resources will investigate the report and file the report with the Department of Social Services as required.
- In the event that any employee witnesses any form of child abuse as outlined above, notify any Liberty University police officer by calling (434) 592-7641 immediately.
- If an employee has reported suspected abuse or neglect to Human Resources or reported witnessed abuse or neglect to the Liberty University Police Department and has not received confirmation that the matter was reported to the local or state Social Services before the 24-hour mandatory deadline has expired, or if the employee has been unable to reach Human Resources before the 24-hour deadline, the employee must report the abuse or neglect directly to Social Services by the reporting deadline required by law. Immediately following the report to Social Services, the employee must notify Human Resources and provide details of when the report was originally made, who received the report and any communications resulting from the report.

No employee will suffer any retaliation or adverse employment action based on filing a good faith report or for participating in any investigation of suspected child abuse or neglect. Any employee who intentionally fails to timely report suspected child abuse or neglect or fails to

timely report child abuse or neglect that the employee should reasonably have suspected, the employee will be subject to discipline up to and including termination and may also be subject to criminal charges.

rev. 03/2015

ADDITIONAL INFORMATION

LIBERTY ONLINE MINISTRIES

Liberty Online Ministries is committed to providing the Liberty family with spiritual resources that will encourage and strengthen the student and the student's family. Connection to the Online Ministry website is <http://www.liberty.edu/osd/index.cfm?PID=32681>. Students and facilitators are encouraged to browse this informative site to seek biblical answers to life questions, request prayer support, and view numerous video resources, including weekly convocations at the university.

LUOA students are welcome to view weekly convocation services as part of the school weekly schedule. To attend Liberty University convocations, go <http://www.liberty.edu/index.cfm?PID=2586> and click on the convocation link.

Affiliates should be aware that Liberty University invites guests that might differ from traditional Evangelical Christian viewpoints or even Liberty University's doctrinal statement.

Liberty University's Convocation Speaker Statement

We believe "how you think" is just as vital as "what you think." A fundamental part of the college experience is being exposed to a variety of viewpoints so that students can better understand why they hold their own beliefs and be better prepared to defend them.

As President Falwell has always said, "Students are not only free—but encouraged—to form their own opinions about what they hear in Convocation. This is a vital part of the higher learning experience" We also believe that "how you disagree" is as vital as "why you disagree." Learning how to disagree without being disrespectful is a vital tool for any world-changer who is truly more interested in winning people than winning an argument.

rev. 3/2018

ADULT LEARNER POLICY

Adults desiring to earn an LUOA high school diploma through an Affiliate (at the discretion of the Affiliate administrator) may do so under specific circumstances and upon agreement to the LUOA Adult Learner policies. An adult learner is considered any student over the age of 19.

Requirements for LUOA Admissions (whether full or part time) include:

- A copy of a driver's license or birth certificate
- A character reference email or letter from the Affiliate including the amount of time in attendance
- High School transcripts or middle school report card

Adult Learners:

- May not be associated with any other high school graduation program
- May not communicate with any other LUOA students by any means outside of the Affiliate
- May not disclose personal information
- May not participate in LUOA Social Clubs
- May not be enrolled on LU or LEO courses past the age of 21
- May not have a high school diploma
- As with all students, may not join LUOA social media (intended for parents and administrators)

LUOA is not a GED program. These policies only apply to adult learners seeking a high school diploma.