

LIBERTY UNIVERSITY
Online Academy
Strategic Affiliations

Affiliate Handbook

LIBERTY UNIVERSITY
Online Academy
AFFILIATE HANDBOOK

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A MESSAGE FROM THE DEAN

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 student 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 schools and parents throughout the school year. We have also developed our own proprietary curriculum that your students will only benefit from as a student of LUOA.

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



Chris Rusk
Dean, Liberty University Online Academy

LUOA 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.

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.
- **Advisor / Affiliate Advisor:** Refers to the LUOA representative whose main role is to help Affiliates with any questions, admissions processes, advising processes, and anything else an Affiliate needs. The Affiliate Advisor is the main point of contact at LUOA for an Affiliate.

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 parents and guardians in their biblical responsibility to train their children 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 student's 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 a school under the head 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 permits (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).

SPIRITUAL 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 student will receive the highest quality education available.

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ENROLLMENT POLICIES AND PROCEDURES

ADMISSION TO LUOA

As part of our mission to provide an excellent education, we adhere to a set of standards and policies that ensure a quality educational program, adherence to a Christian worldview, as well as fairness and integrity in all of our operations. When a student is accepted to LUOA, he or she agrees to abide by the standards and policies set forth by the school. A student is enrolled in LUOA by the Affiliate Point of Contact (POC), designated by the Affiliate's School administrator. LUOA regards the Affiliate POC as having authority over the student with LUOA providing the academic and spiritual support for the child's development. Adult learners must abide by the Adult Learner Policy on page 51.

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.

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STUDENT ACADEMIC STATUS

ACADEMIC STATUS AS RECOGNIZED BY THE STATE

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.

LUOA FULL AND PART-TIME STATUS

A full-time Kindergarten student is defined as a student enrolled in three courses per term. A full-time first grade student is defined as a student enrolled in four courses per term. A full-time second through twelfth grade student is defined as one who is enrolled in five or more LUOA courses per term, including Bible courses.

Students in Kindergarten taking less than three courses and students in first grade taking less than four courses are considered part time. 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.

Any part-time student may change status and enroll as a full-time student by enrolling in the needed addition of courses taking a potentially required assessment test, and submitting previous official school transcripts.

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

ACADEMIC CALENDAR

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. Students enrolled in semester courses usually complete their work in four to five months.

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

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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.

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GUIDELINES FOR 8TH GRADE STUDENTS TAKING HIGH SCHOOL COURSES

Course pre-requisites are put into place to enable LUOA the ability to ensure that all full-time students meet the standards of learning for each course and grade-level.

Algebra 1

The student must:

- Have successfully completed 7th grade with a grade of an A.
- Have scored 70% or higher on the comprehensive Algebra I Entrance Assessment.
- Be recommended by the current math LUOA teacher based upon the student's interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

Language Arts

The student must:

- Have earned a grade of A in English in 7th grade.
- Have a passing score on the Language Arts Entrance Assessment
- Be recommended by the current Language Arts LUOA teacher based upon the student's interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

Foreign Language

The student must:

- Have earned a grade of A in English in 7th grade.

Earth Science

The student must:

- Have successfully completed Life Science and Physical Science with grade of an A.
- Be recommended by the current science LUOA teacher based upon the student's interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

World History I

The student must:

- Have successfully completed Civics with an 80% or higher. A part-time student may take World History I without full-filling the Civics pre-requisite.
- Have earned a grade of A in English in 7th Grade.
- Be recommended by the current history LUOA teacher based upon the student's interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

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NON-INSTITUTIONAL CREDIT POLICY

In order to meet the requirements of the LUOA Diploma Completion Plans, full-time students are required to take LUOA core and elective courses. In order to be considered full time with LUOA,

students must take at least 5 credits through the LUOA curriculum. Students who would like to earn credit for a course taken outside of LUOA while enrolled full-time should follow the steps below.

- Submit the Affiliate Credit Transfer form to the Affiliate Advisor. Include textbooks/curriculum, scope & sequence, planned method of evaluation, instruction time, etc.
- The LUOA Faculty Chair will approve or deny the course.
- If approved, the Faculty Chair may comment on expectations.
- Upon completion of course, update the form, include documentation of the work completed (such as example of written activities, graded assessments, final grades, etc.), and submit the form to your Advisor.
- The Faculty Chair will assess completion of paperwork and award or deny credit.
- If awarded, course will be added to student's transcript and graduation plan as a transfer credit taken outside of LUOA.

Note: Final grade of course taken through an outside accredited institution will be included in student's GPA. Homeschool courses will be issued a final grade of "P" on a transcript and will not affect the GPA.

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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 a need for transcripts.

The responsibility of completing courses by established deadlines lies with the Affiliate and student. LUOA Advisors will assist by alerting the Affiliate through 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 ("finished for non-participation"), with no credit earned or granted.

However, if the student is in need of additional time to complete a course beyond the 10 allotted months, the Affiliate should contact the Advisor for assistance as some options are available. See details for extensions below.

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.

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COURSE WITHDRAWAL

A request for a course withdrawal must be made to the Affiliate Advisor from the Affiliate POC.

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.

If the student has worked no farther than the twelfth week of the semester, the course withdrawal will appear on the transcript as "W" (withdrawn) and will not affect the high school GPA.

If the student has progressed into the sixteenth weeks of the semester, a course withdrawal request cannot be accepted. The course must be completed or a final grade of FN ("finished with non-participation") will be assessed.

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.

Once a course withdrawal has been officially accepted, courses may not be reopened without approval from LUOA administration.

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CONDITIONAL ENROLLMENT

There are some circumstances under which the student's enrollment at LUOA may be jeopardized. Conditional enrollment is when a student's enrollment is contingent upon certain circumstances. LUOA students will be placed under conditional enrollment when:

- There is a history of not maintaining sufficient academic progress
- There has been a history of technical difficulties
- There is poor payment history
- The student is placed on Academic Probation
- Other items are at issue as determined by LUOA

For these students, certain 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, inadequate digital literacy that inhibits use of the curriculum, 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.***

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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

As long as the student is enrolled at LUOA, he or she represents the Academy. If the testimony of a student is detrimental at any time to LUOA, he or she may forfeit the privilege of being a student. 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, inadequate digital literacy that inhibits use of the curriculum, honor code violation, or 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. Individuals expressing concern must register the matter with an LUOA Advisor or the school administration. The school administration 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. The Bible and its teachings are deeply and inseparably integrated into LUOA's curriculum. It is the policy of LUOA to hold all curriculum materials against the Bible, the infallible Word of God. Historical facts are reported as such, and all opinion/interpretation must stand the scrutiny scripture.

LUOA realizes that there is no infallible material besides the Bible, and discretion must be used when selecting or forming instructional materials. It is not the practice of LUOA to support or perpetuate any principles that stand in contradiction to the Bible. Therefore, information and principles are taught in compliance with the Bible, and notions which conflict with Scripture are challenged and designated as error.

Course instruction is formatted on a browser-based Learning Management System (LMS) that is delivered via internet. 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 full-time students must use LUOA curriculum. On rare occasions, high school students may supplement their coursework with pre-approved outside courses. See Non-Institutional Credit Policy page 11.

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 reenrollment or release of official records.

AFFILIATE ROLE

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, are licensed professionals, or hold Master or 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 teacher and student is accomplished on primarily on two levels: correspondence in the Learning Management System (LMS) message center, comments made directly on the assignments. Teachers can also be available for office hours per the student's request. 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 teacher may call the school office for assistance from Subject Matter Experts at 1-866-418-8741. These services are available Monday through Friday, 8:30 am – 5:00 pm 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.

SECTION 504 PLAN POLICY

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 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.

Section 504

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Who is Protected?

Any otherwise qualified individual who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having an impairment.

What are Examples of “Major Life Activities”?

- Self-care
- Eating
- Manual tasks
- Sleeping
- Walking
- Standing
- Seeing
- Lifting
- Hearing
- Bending
- Speaking
- Reading
- Breathing
- Concentrating
- Learning
- Thinking
- Working
- Communicating

What are “Substantially Limits”?

"Substantially limits" may be interpreted to mean that the disability substantially limits the ability of an individual to perform a major life activity as compared to most students.

What is “Reasonable Accommodation”?

Reasonable accommodation in the school setting is a modification or adjustment of educational programs to afford students with disabilities equal opportunity to access the programs.

The educational goals for all LUOA students are listed in the Student Handbook. It's important to balance the needs of the learner with reasonable accommodations afforded through a 504 accommodation plan to provide the supports needed to “balance the playing field” for a student with an impairment that limits substantially major life activities. To start the process for accommodations through a 504 Plan, please contact the Office of Student Support at StudentSupport@liberty.edu.

504 Eligibility Determination

1. A committee consisting of the student (optional), head of the academic team, member of the Student Support team, the student's parent(s) or guardian(s), and a member of the LU ODAS team shall meet (via phone conference or e-mail) to determine:
 - A. The nature of the student's disability
 - B. Review the physician's verification and/or the student's academic history
 - C. Determine eligibility for 504 accommodations
 - D. Write/review a plan, if needed

2. The LUOA Student Support Office will notify all stakeholders in writing at the beginning of each new academic year, during the week of the student's start date for students with existing LUOA 504 accommodation plans to review with all stakeholders to include, but is not limited to: student (optional), academic advisor, LUOA teacher(s), and parent(s) and/or guardian(s). Stakeholders must acknowledge receipt of the accommodation plan before it can go into effect. A meeting may be requested by any of the stakeholders at any time to discuss amendments to the accommodation plan.
3. 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 (Student Handbook, p. 15). By virtue of the nature of the academic model utilized by LUOA and because there are no penalties for late work, a student who is deemed eligible for a 504 accommodation plan can work at the individual pace required. Frequent and descriptive feedback from the LUOA teacher is also built in to this educational model.
4. Standard student conduct is described in the Student Expectations section of this handbook on page 33. Unless otherwise specified in an accommodation plan, these expectations are required for all LUOA students. Student work should always be original and presented in the student's own understanding or words regardless of accommodations.
5. Students with a 504 accommodation plan may be eligible for a variety of reasonable accommodations on submissions or assessments, which can include, but are not limited to:
 - Quiz, test, and/or exam questions read aloud
 - Quiz, test, and/or exam passages read aloud
 - Quiz, test, and/or exam directions explained/paraphrased
 - Repetition of quiz, test, or exam directions
 - Student points to answers / parent or proctor selects
 - Student types response into word processing document / parent or proctor copy/pastes into text box for submission
 - Student speaks answer / parent or proctor scribes or types answer into text box
 - Basic function calculator
 - A one month course extension for unfinished course work (the fee mentioned in the Extension Policy on page 12 is waived)

rev. 06/2018

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

You can contact your LUOA teacher through the messaging center in the Learning Management System (LMS).

Contact your Advisor when you have:

- Registration questions
- Technology issues
- To request final grades
- For transcripts
- Need to inform them when you will not be working
- Questions about an end-of-course grade

You can contact your advisor by calling 1-866-418-8741.

Contact the LU HelpDesk when you have:

- Technology issues
- Questions about operating a computer or software
- Questions about accessing course learning tools

You can contact technical support by calling 1-866-418-8741 or by accessing the [HelpDesk page](#).

MINIMUM COMPUTER SYSTEM REQUIREMENTS

Below is listed the basic technical requirements needed to successfully operate the instructional technology used by LUOA. Please be advised that the specifications below are the minimum requirements. It is recommended that users exceed the minimum requirements whenever possible in order to achieve the best available user experience.

HARDWARE REQUIREMENTS

Desktop/Laptop

Computers are preferably 5 years old or newer. At this time, we cannot guarantee an optimal user experience with a Netbook, Chromebook, or mobile device, including tablets.

- **Processor:** 2GHz or more; Elementary requires Intel Core2 2.4GHz
- **Memory:** 2GB of RAM or more
- **Screen:** 1024×768 resolution or higher; 32 bit color or higher
- **Internet:** High-speed broadband internet; 1–2 Mbps or more per concurrent user

Media & Printing

- **Printer:** Required (especially in Elementary)
- **Scanner:** Required; High-resolution photos taken from a phone or tablet camera are accepted as long as the content is clearly visible, discernable, and legible
- **Webcam:** Required; Can be included in phone or tablet
- **Microphone:** Required; Can be included in phone or tablet

SOFTWARE REQUIREMENTS

Operating Systems

- **PC:** Windows 7 or newer—may need to download Windows 10 Anniversary Update to submit in Canvas
- **Mac:** Mac OS X 10.9 or newer

Web Browsers

As a general rule, please always use the most up-to-date version of your web browser available.

- **Compatible:** Google Chrome (Recommended); Firefox; Safari (Not recommended)
- **Not Guaranteed:** Internet Explorer; Microsoft Edge

Required Software

The following software and browser settings are required for the successful use of LUOA's instructional technologies. Please note that all required software is available free of charge.

Note: LUOA makes Microsoft Office 365 available to all LUOA students free of charge.

- **Web Browser:** Google Chrome OR Mozilla Firefox (free)
- **MS Office:** Microsoft Office Suit, including Word, PowerPoint, and Excel (free through LU)
- **Adobe Flash:** Adobe Flash Player, most up-to-date version (free)
- Flash Player must be enabled in the browser settings as it is required by some software vendors
- **Adobe Reader:** Adobe Reader is required to view some PDF documents (free)
- **Java:** JavaScript must be enabled in the browser settings (free). Java plugin may be required for some features

ASSESSMENTS

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 Learning Management System (LMS) to two attempts on day-to-day 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 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 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 Policy on page 27 and 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 policies on page 35 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 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.**
- **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 the Academic team.

FINAL WORK SUBMISSIONS

Submitting the the last assignment on the Modules Page 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 has been submitted, the course is closed.** Students and facilitators should be sure that they are ready to “close” that course prior to submitting the Course Completion Assignment.

rev. 06/2013

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 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. See Non-Institutional Credit Policy on page 11.

Students may earn both high school and college credit for enrollment in a single course. One 3-hour college course will be awarded one-half high school credit.

PREREQUISITES

Several courses contain prerequisites, meaning that the successful completion of a certain course or courses is required before entrance into a subsequent course. If a student has not met the required prerequisite(s) or fails a prerequisite course, then the student may be required to take or retake the missing or failed course(s) in order to satisfy the prerequisites of subsequent courses.

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, the Virginia Standards of Learning mandate 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 curates educational materials that are 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 LUOA 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

rev. 08/2016

BETA CLUB

The National Beta Club is the largest independent, non-profit, educational youth organization in America. For more than 80 years, it has prepared students to be leaders in their communities. The mission of Beta Club is to promote the ideals of academic achievement, character, service, and leadership among middle and high school students.

Students who exhibit exemplary academic achievement and community involvement are invited to participate in a nationally recognized, merit-based organization. LUOA believes National Beta Club will allow students to showcase their unique abilities, talents, and leadership skills in a way that honors Christ and provides an excellent testimony to the community.

LUOA Requirements for Membership:

- Full-time student with LUOA
- GPA of 3.5 or above for initial membership and 3.0 or above to maintain membership
- Letter of recommendation from a non-family member
- 15 service hours per calendar year
- \$25 membership fee per year

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 parents, students, and school 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). 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 per this Student Handbook and LUOA communications.

A conventional approach means that students read the lessons, answer lesson questions, study for quizzes and tests without preview of the assessment, 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 to the student via a comment on the assignment and then submit the violation to the Student Support office. Next, the violation is reviewed by the Student Support Coordinator. Student Support will then determine the consequence for the violation. Once the consequence is determined, an e-mail will be sent to the family or school. The family or school can then submit an appeal to the Student Support office. In order to submit an appeal, new evidence must be provided by the family or school.

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 grade reduction will be applied.

Elementary/Middle School Assignment – The student must redo their work. However, resubmission does not guarantee an increase in grade.

1st Offense

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

Assignment – The student will:

Receive a zero or reduced grade on original grade per teacher's discretion

Be required to complete the Plagiarism Workshop

Be permitted to retry the assignment 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 Faculty Chair will determine the consequences that should follow, possibly including Academic Withdrawal from the course or expulsion from the Academy.

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CONFLICT RESOLUTION

In the event that a dispute arises between a student and an 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 student should then contact their facilitator who will

then reach out to LUOA. In LUOA, the Faculty Chair will contact the LUOA teacher 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)

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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 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.

As an online student, you will find that self-paced instruction has many advantages. The control you gain by being actively engaged in your personal learning experience will result in improved grades and depth-of-learning. It is our goal for you will become an independent learner through this experience who is able to skillfully use your personal learning style to acquire knowledge,

gain understanding, and wisely apply learning in life decision-making situations. To help you transition to online learning, we offer the following ten keys to unlocking LUOA educational success.

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

The Student Orientation Course is required 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 LUOA Affiliate students to have a successful school experience. Be sure to thoroughly read the handbook. If you have questions about policies or procedures, contact your Advisor.

2. Read and Secure Items on the Course Supply List

The supply lists for each LUOA course is listed under Course Materials on the course syllabus. Some syllabi additionally contain a Materials List page toward the back of the document. Affiliate administrators and facilitators 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 your life. Discovering ways that your lesson information can be applicable to your life or future education makes learning fun. Discovering the significance of a topic or concept will help you 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 newly acquired knowledge help you succeed in actual life experiences? Due to the nature of online education, you are not pressured for immediate answers to questions involving critical thinking, but these should develop naturally as you progress through the curriculum. Take time to formulate a knowledgeable response before answering questions.

10. Set Goals

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

HIGH SCHOOL POLICIES AND PROCEDURES

HIGH SCHOOL GRADUATION REQUIREMENTS

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

Students transferring to LUOA their senior year must take five 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 Advanced Diploma, and an Associate Degree track where students will be awarded an Associate Degree from Liberty University upon completing the requirements of this track and a Standard Diploma. A review of all Diploma Completion Plans (DCP's) 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 parent should consult with the college or university to tailor a high school program that meets the specific expectations for admission to that institution.

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CLASS PLACEMENT

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

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

CLASS RANK & GPA

Because LUOA students attend school year-round 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 conventional school course statuses such 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

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 Affiliate Advisor or Department Chair.

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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 (LUO). Through this Dual Enrollment partnership program, academically advanced students may 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 student 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.

A complete list of courses being offered for dual high school/college credit is provided on the LUOA's website [Dual Enrollment Page](#).

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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.

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VIRGINIA DIPLOMA

The following applies to full-time Affiliates only. LUOA awards a diploma sanctioned through the State of Virginia via the Virginia Independent School Association. Therefore, 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)

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DIPLOMA COMPLETION PLANS

A Diploma Completion Plan (DCP) is a visual path for your child's education. LUOA offers three Diploma Completion Plan tracks that students may take, depending on which diploma they desire to pursue. Please note that degree specifications change based on Liberty University registrar requirements. See our [High School Graduation Requirements](#) page for more detail.

1. **The Standard Diploma** – This enables prospective students to attend most universities, some vocational or technical schools, and community college. Students will graduate with a high school diploma from Liberty University Online Academy.
[Standard Diploma Completion Plan](#)
2. **The Advanced Diploma** – is rigorous and enables students to be somewhat more selective when choosing post-secondary education. Students will graduate with a high school diploma from Liberty University Online Academy.
[Advanced Diploma Completion Plan](#)
3. **The Associate Degree** – Upon completing high school requirements for the Standard Diploma, students in this track will be awarded an Associate Degree through Liberty University.
[Associate Degree](#)

No matter which degree completion plan your student decides upon, he or she has the option to take Dual Enrollment courses.

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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.

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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

NON-DISCRIMINATION POLICY

Liberty University does not engage in unlawful discrimination or harassment because of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability or military veteran status in its educational programs and activities. Liberty University maintains its Christian mission and reserves its right to discriminate on the basis of religion to the extent that applicable law respects its right to act in furtherance of its religious objectives. The following persons have been designated to coordinate Liberty University's compliance with certain anti-discrimination laws: Coordinator of LU Online Disability Academic Support at (434) 592-5417 or luoodas@liberty.edu; Director of Disability Academic Support (Residential) at (434) 582-2159 or odas@liberty.edu; Executive Director of Title IX at (434) 592-4999 or TitleIX@liberty.edu.

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 websites, 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:

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 a 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, and any other parties involved
 - Permanent expulsion from the academy

SUICIDE AND SELF-HARM POLICY

When a student is identified by an LUOA employee as potentially suicidal or self-harming, LUOA administration or another LUOA employee will contact the student, parents, or guardians to check on safety concerns. The purpose of this policy is to protect the health, safety, and well-being of LUOA students by having procedures in place to prevent suicide and other self-harming behaviors. This policy complements other LUOA policies in supporting the emotional and behavioral health of the students.

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.

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ADULT LEARNER POLICY

Adults desiring to earn an LUOA high school diploma 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 learner's local home church 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 students by any means
- May not disclose personal information
- May not participate in Social Clubs
- May not be enrolled on LU or LUO courses when past the age of 21
- May not have a high school diploma
- May not join LUOA social media

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

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