

Academic Information and Policies - Resident Program

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SEMESTER CREDIT SYSTEM

The University operates on the semester system. The unit for counting credit is the semester hour. A semester hour of credit consists of the equivalent of one 50-minute period of class work for fifteen weeks, with an assumption of two hours of outside preparation or two 50-minute periods of laboratory work for each semester hour. Online courses are equivalent to the number of classroom contact hours (750 minutes per credit hour) expected in a synchronous residential course.

PART TIME vs. FULL TIME

To qualify as a full-time undergraduate student, you must be enrolled in a minimum of 12 credit hours. A student is considered part-time student when enrolled in 11 credit hours or less.

SEMESTER LOAD AND OVERLOAD

The usual semester load for full-time undergraduate students is 14-17 hours per semester. Students must secure permission to take more than 18 hours in a semester. A student who has established a cumulative GPA of 3.00 or better may, with the approval of the Department Chair, take up to 20 hours; 21 hours requires the Dean's signature and a cumulative GPA of 3.50. Students will be required to pay additional tuition for any hours over 18. Students who have not declared a major must request this permission from the Dean of the College of Applied Studies and Academic Success. The maximum load a student may carry is 21 hours per semester. This includes courses from all sources. In certain circumstances, exceptions above 21 hours may be approved by the Dean.

ENROLLMENT VERIFICATION

A student is enrolled when they are registered for a course and have attended the course and/or completed academic work for the course after its start date. For enrollment verification purposes, the University policy can be viewed

at <https://www.liberty.edu/administration/institutionaleffectiveness/index.cfm?pid=30130#/policy/355>.

CERTIFICATE ENROLLED STUDENTS

Certificate students are required to abide by some of the same policies as Undergraduate degree seeking students. These policies include: academic standing, change of major, course registration, class attendance, drop and withdrawal processes, Repeat Policy, broken enrollment, academic and personal codes of honor, incompletes, recording of grades and the grade appeal process, FERPA, and Academic Transcript processes. Those policies that do not pertain to the certificate seeking student will be noted in the following sections.

STUDENT CLASSIFICATION

The classification of students at Liberty is based on their degree level and number of earned semester hours.

Classification	Semester Hours Earned
Freshman	0.00—23.99
Sophomore	24.00—47.99
Junior	48.00—71.99
Senior	72.00—and above

GRADES, QUALITY POINTS, AND GRADE POINT AVERAGE (GPA)

All work is graded by letters, which are assigned quality points as indicated below:

Grade	Meaning	Quality Points Per Semester Hour
A	Excellent	4
AU	Audit	0
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
FN	Failure for Non-Attendance	0
NF	Failure for Non-Attendance Pass/Fail courses	0
I	Incomplete	0
IP	In Progress	0
M	Medical Incomplete	0
NP	Did Not Pass	0
P	Pass	0
Q	Academic Amnesty	0
R*	Course Repeated	0
W	Withdrew	0

A student's cumulative GPA is comprised of all coursework completed at the current academic level (Undergraduate, Graduate, Doctoral, etc.) regardless of prior degree conferral, broken enrollment or a program/major change. To determine the grade point average, (GPA) the quality points earned are divided by the semester hours attempted (quality hours). Only courses taken at Liberty are used in computing the GPA. Only grades of A, B, C, D, F and FN are used in the calculation of the GPA.

**"R" is no longer an active option for a grade. Please see the Undergraduate Repeat Policy section for the current policy.

DEAN'S LIST

Undergraduate students who earn 12 or more GPA hours in the fall or spring semester with a GPA of 3.50 or above are placed on the Dean's List. The Dean's list is not awarded for the summer term. This does not apply for certificate level students.

ADVISORS

Freshmen and sophomore students will be assigned a Professional Advisor, based on their major, who will

provide student support for questions concerning academic issues. Junior and senior students will meet with faculty, as needed, in the Academic Department that corresponds with their major. Both Professional Advisors and Faculty will assist students with reaching their spiritual, academic, and personal goals.

ASSESSMENTS

Placement into English and Math courses are based on a combination of scores including required Math / English assessments for all new resident students, first-time college students, and college transfer students that did not transfer in the Math or English course needed for their specific major. A fee is charged only for the information technology and information literacy assessment.

COURSE PLANNING

A course planning schedule is provided in order for students to plan their classes for upcoming semesters. The planning schedule presents every class offered and the terms where it is scheduled to be taught. This schedule is sorted alphabetically by class. You can find the course planning schedule by visiting the following site: <http://www.liberty.edu/academics/registrar/index.cfm?PID=23103>

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TRANSFER OF CREDITS

Normally courses and degrees from regionally accredited institutions or those nationally accredited by accrediting agencies recognized by the U.S. Department of Education (e.g., SACSCOC, TRACS, ABHE, etc.) will be evaluated for transfer of credit. However, on a limited basis Liberty does accept transfer credit via experiential learning, advanced placement and professional certificates from unaccredited institutions under certain terms and conditions established by Committee on Academic and Admissions Standards. Credit earned through this process will not be counted toward the required minimum of 50% of the major and 30 hours of credit that must be completed through Liberty University. Also, credit earned through the portfolio process or professional certificate evaluation cannot exceed 30 credit hours. Applicants must request that official transcripts be sent directly from the Registrar(s) of the previous school(s) to the Registrar's Office at Liberty University. These transcripts must be received before an admission decision will be made.

Credit will be accepted for those courses that are undergraduate level in which applicants have made a grade of C or better. Transfer credit will be awarded grades of P and will not be used in computing the Liberty GPA. Transcripts are evaluated under the guidelines established by the Senate Committee on Academic and Admissions Standards. Internships, capstone courses, special topics, remedial courses, workshops, seminars, independent studies, and varsity courses are not transferable. Students may appeal their transfer evaluation with a course description and Transfer Inquiry Form.

At any point prior to degree conferral, students may petition to have courses that are listed as electives substitute for required courses by using the Course Substitution form.

INTERNATIONAL TRANSFER CREDIT

The evaluation of international transfer credit requires students to submit a translated official transcript in conjunction with course descriptions prior to the approval process. International transfer credit is accepted only from an institution recognized by the government of the country in which the institution is located.

Foreign students are encouraged and sometimes required to use foreign credential evaluation services such as World Education Services (www.wes.org) to have their transcripts validated and evaluated before sending them to Liberty University. A credential evaluation service must be a member of the National Association of Credential Evaluation Services (www.naces.org) before it can be accepted at Liberty University.

CREDIT BY EXAMINATION

Liberty University offers students the opportunity to receive academic credit toward their undergraduate degrees through testing. Credit may be earned through the Advanced Placement, CLEP, ICE, DSST, Excelsior and Federal Aviation Administration programs. For more information please visit: <http://www.liberty.edu/academics/registrar/index.cfm?PID=26684>.

Advanced Placement (AP)

Students who receive a score of 3 or higher on the following College Board Advanced Placement examinations will be awarded academic credit toward an undergraduate degree. Credit will be awarded only in those areas applicable to the Liberty curriculum.

AP Title	Required Score	LU Course(s)	Credit Hours
Art History	3	CSTU 101	3
Art: Studio Art- 2-D Design	3	ARTS 113	3

Biology	3	BIOL 101 & 103	4
Calculus AB	3	MATH 126	3
	4	MATH 131	4
Calculus BC	3	MATH 126	3
	4	MATH 131 & 132	8
Calculus AB Sub-score	3	MATH 126	3
	4	MATH 131	4
Chemistry	3	CHEM 121 & 122	8
Chinese Language & Culture	3	CHIN 101 & 102	6
	4	CHIN 101, 102 & 201	9
	5	CHIN 101, 102, 201 & 202	12
Comparative Politics	3	GOVT 330	3
Computer Science A	3	CSIS 212	3
Computer Science AB	3	CSIS 111 & 112	6
Economics – Micro	3	ECON 213	3
Economics – Macro	3	ECON 214	3
English Language	3	ENGL 101	3
English Literature	3	ENGL 102	3
Environmental Science	3	ENVR 215	3
European History	3	HIEU 201 & 202	6
French Language	3	FREN 101 & 102	6
	4	FREN 101, 102 & 201	9
	5	FREN 101, 102, 201 & 202	12
German Language	3	GRMN 101 & 102	6
	4	GRMN 101, 102 & 201	9
	5	GRMN 101, 102, 201 & 202	12
Government & Politics: US	3	GOVT 220	3
Human Geography	3	GEOG 200	3
Physics 1	3	PHYS 201	4
Physics 2	3	PHYS 202	4
Physics C – Mechanics	3	PHYS 231	4
Physics C – Electricity	3	PHYS 232	4
Psychology	3	PSYC 101	3

Spanish Language	3	SPAN 101 & 102	6
	4	SPAN 101, 102 & 201	9
	5	SPAN 101, 102, 201 & 202	12
Statistics	3	MATH 201	3
Studio Art Drawing	3	ARTS 211	3
U.S. History	3	HIUS 221 & 222	6
World History	3	HIEU 201 & 202	6

Information about these examinations may be obtained by writing to: The College Board; Advanced Placement Examination; PO Box 977; Princeton, New Jersey 08450.

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College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP), sponsored by The College Board, offers a unique opportunity to gain college credit for knowledge that a student has acquired. The program includes several tests covering a variety of subjects. Students who meet or exceed the Liberty University minimum score will receive the corresponding credit. A registration fee of \$50 will be charged for each CLEP test attempted. An \$80 CLEP administration fee will be charged on the day of the test. Testing is computer-based and administered in the Bruckner Learning Center, Testing Services.

During the student's final semester, CLEP tests **can only be taken with permission** after classes begin.

CLEP Subject Area	Minimum Score	LU Course(s)	Credit Hours
American Government	50	GOVT 220	3
American Literature	50	ENGL 201/202	6
Analyzing and Interpreting Literature <i>with essay required</i>	50	ENGL 102	3
Analyzing and Interpreting Literature <i>without essay required</i>	50	ENGL 1XX	3
Business Law	50	BUSI 301	3
Calculus Elem Functions	50	MATH 131	4
College Algebra	50	MATH 121	3
College Math	50	MATH 115	3
College Composition	50	ENGL 101	3
College Composition Modular	60	ENGL 101	3
Educational Psychology	50	PSYC 311	3
English Literature	50	ENGL 215/216	6
Financial Accounting	50	ACCT 211	3
General Biology	50	BIOL 101/102	6
General Chemistry	50	CHEM 121/122	8

French Language	38	FREN 101	3
	50	FREN 101/102	6
	57	FREN 101/102/201	9
	63	FREN 101/ 102/ 201/ 202	12
German Language	38	GRMN 101	3
	50	GRMN 101/102	6
	57	GRMN 101/102/201	9
	63	GRMN 101/102/ 201/202	12
History of US I	50	HIUS 221	3
History of US II	50	HIUS 222	3
Human Growth and Development	50	PSYC 210	3
Humanities	50	CSTU 101 ENGL 221	6
Information Systems and Computer Applications	50	INFT 110	3
Introduction to Psychology	50	PSYC 101	3
Introduction to Sociology	50	SOCI 200	3
Macro-Economics	50	ECON 214	3
Management	53	BUSI 310	3
Marketing	50	BUSI 330	3
Micro-Economics	50	ECON 213	3
Natural Sciences	50	BIOL 101 PHYS 101	6
Pre-Calculus	50	MATH 128	3
Social Sciences and History	50	SOCI 200 HIEU 201	6
Spanish Language	38	SPAN 101	3
	50	SPAN 101/102	6
	57	SPAN 101/102/201	9
	63	SPAN 101/102 /201/202	12
Western Civilization I	50	HIEU 201	3

Western Civilization II	50	HIEU 202	3
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Institutional Challenge Examinations (ICE)

To apply for credit by examination, students must submit an ICE Request Form to the Bruckner Learning Center, Testing Services. The form should be taken to the Bruckner Learning Center, Testing Services in person. A \$130 ICE exam fee will be charged on the day of the test. Please contact ttc@liberty.edu with any questions. Additionally, such requests are subject to the following guidelines:

1. The minimum passing score for both upper and lower level undergraduate courses is 70%. An exception to this policy may occur if a professional, state, or national organization specifies a higher score for recognition.
2. A maximum of 30 hours of ICE credits will be accepted toward an undergraduate degree; the number of credits that may be applied toward each major may vary.
3. Students may not take the ICE if the course has previously been taken or is currently being taken.
4. ICE may be taken during the drop/add period.
5. ICE tests **can only be taken with permission** after classes begin, during the student's final semester.
6. ICE credits may not be applied toward residency hours.

Only the following courses may be challenged:

BIBL 105	EVAN 101	MUSC 105
BIBL 110	GREK 201	MUSC 106
BIBL 450	GREK 202	PHYS (<i>all</i>)
BIBL 497	GREK 301	THEO 201
CHEM 107	GREK 302	THEO 202
CSIS 110*	MATH (<i>above</i> 121)	THEO 497
CSIS 111*		
CSIS 112*		
<i>*Must be taken in prerequisite order</i>		

DANTES SUBJECT STANDARDIZED TESTS (DSST)

Undergraduate college credit may be earned through the DANTES Subject Standardized Tests (DSSTs) program, which is administered by Educational Testing Services (ETS) in conjunction with DANTES. Examinations are available to both military personnel and civilians. Students may find an approved testing center and view fact sheets for various tests that are offered at www.getcollegecredit.com. A complete list of accepted exams, course equivalency and the minimum required score is available at <http://www.liberty.edu/index.cfm?PID=32080>.

Aviation Testing

The School of Aeronautics Testing Center serves as a Federal Aviation Administration's official Federal Aviation Testing Site for the Airman and A&P Knowledge Tests. All test candidates, not just students in the Liberty University Aviation program, are eligible to use the FAA aviation computer-based testing center. For scheduling please call 434-582-2183.

Excelsior College Exam Credit

Excelsior College exams are approved for credit in the Liberty University Online program. Undergraduate college credit may be earned through Excelsior College Exams. For further information on earning credit through Excelsior exams, go to: <http://www.excelsior.edu/ecapps/exams/creditByExam.jsf>. The following courses are subject for credit, based on the scores earned.

Excelsior Exam	Minimum Score	LU Course(s)	Credit Hours
Abnormal Psychology	C	PSYC 430	3
Adult Nursing*	C	HLTH 4XX	8
Anatomy and Physiology	C	BIOL 215	6
Bioethics	C	PHIL 4XX	3
College Writing	C	ENGL 101	3

Community Focused Nursing*	C	HLTH 4XX	4
Corporate Finance	C	BUSI 320	3
Cultural Diversity	C	SOCI 3XX	3
Earth Science	C	PHSC 210	3
English Composition	C	ENGL 101	3
Essentials of Nursing Care: Chronicity*	C	HLTH 2XX	3
Essentials of Nursing Care: Health Differences*	C	HLTH 2XX	3
Essentials of Nursing Care: Health Safety*	C	HLTH 2XX	3
Essentials of Nursing Care: Reproductive Health*	C	HLTH 2XX	3
Ethics: Theory and Practice	C	PHIL 3XX	3
Foundations of Gerontology	C	PSYC 336	3
Fundamentals of Nursing*	C	HLTH 2XX	8
Health Differences Across the Life Span I*	C	HLTH 2XX	3
Health Differences Across the Life Span II*	C	HLTH 2XX	3
Health Differences Across the Life Span III*	C	HLTH 2XX	3
Human Resource Management	C	BUSI 342	3
Interpersonal Communication	C	SCOM 325	3
Introduction to Philosophy	C	PHIL 201	3
Juvenile Delinquency	C	CJUS 310	3
Labor Relations	C	BUSI 343	3
Lifespan Development Psychology	C	PSYC 210	3
Literacy Instruction in the Elementary School	C	EDUC302	3

Maternal and Child Nursing*	C	HLTH 4XX	8
Microbiology	C	BIOL 203/204	3
Organizational Behavior	C	BUSI 340	3
Psychiatric/Mental Health Nursing*	C	HLTH 4XX	8
Psychology of Adulthood & Aging	C	PSYC 235	3
Religions of the World	C	ANTH 203	3
Research in Nursing*	C	HLTH 4XX	3
Research Methods in Psychology	C	PSYC 255	3
Social Psychology	C	PSYC 312	3
Statistics	C	MATH 201	3
Transition to the Registered Professional Nurse Role*	C	HLTH 2XX	3
World Conflicts	C	GOVT 340	3
*Credit restricted to non-Nursing majors			

EXPERIENTIAL LEARNING CREDIT

Credit may be granted to students who demonstrate that they have already acquired, through life experiences such as job training, non-college courses, etc., course knowledge required for the degree program in which they are enrolled.

There are some portfolios/courses that will not be admitted, such as School of Communication & Creative Arts (SCCA) courses, GOVT 200, internship courses, capstone courses, as well as other courses not approved by academic departments. Please note that admission of a portfolio does not guarantee that credit will be awarded.

Students must receive tentative approval from the Portfolio Coordinator at portfolio@liberty.edu before moving forward. A separate portfolio must be submitted for each course. An administrative fee of \$100 will be charged for each portfolio submitted for assessment. Please note that credit earned through the portfolio process and/or a certificate of completion will be limited to a combined maximum of 30 hours.

Each portfolio must define learning in terms of college-level competencies for specific course credit. All documentation submitted in portfolios will remain in the student's personal file at the University.

A 3-hour course (GEED 205) is required to assist students with the development of portfolios that demonstrate that the required knowledge has been attained. Liberty University Online Education students must take EDUC 205 which offers a portfolio option for teachers. Students may submit portfolios for experiential learning credit at any time prior to graduation. Credit earned through this process will not be counted toward the required minimum of 30 hours of credit that must be completed through Liberty University. Also, portfolio credit cannot exceed 50% of the major. Further information may be found online at <http://www.liberty.edu/online/index.cfm?PID=15141>.

Military Evaluations

Liberty University will evaluate students' prior military experience and develop a degree plan for each student to follow. Evaluations will be based solely upon the recommendations of the American Council of Education (ACE) guidebook, *Guide to the Evaluation of Educational Experiences in the Armed Services*. Students will generally find that the Interdisciplinary Studies major offer through Liberty University Online

maximizes the use of their existing credits.

CREDIT FOR SEMINARS

As part of the "action-oriented" curriculum at Liberty, certain seminars and travel opportunities are offered for academic credit. Students who wish to obtain credit for such activities must receive prior approval from the Registrar.

COURSEWORK AT OTHER INSTITUTIONS WHILE ENROLLED AT LIBERTY

Prior to registering for any course at another institution, students must submit a Transient Request Form to guarantee transferability. The online form can be found on the Registrar's Office webpage at <http://www.liberty.edu/academics/registrar/index.cfm?PID=28460>.

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DECLARATION OF UNDERGRADUATE MAJOR

Students may declare their major at any time prior to the completion of 60 semester hours. They must declare a major by the time they complete 60 semester hours of undergraduate credit. Declaration of a major does not imply the ability to pursue programs such as Athletic Training, Cinematic Arts, Individualized Studies, Interdisciplinary Studies, Nursing, or teacher licensure. Such programs have specific requirements before acceptance is granted.

A student's computer competency must be demonstrated within the first 45 hours of a student's program. Transfer students must complete this within their first year at Liberty.

Acceptance into a major does not constitute acceptance into the Teacher Licensure Program.

CHANGE OF MAJOR

Major changes become effective for the semester following their request. The process for changing/declaring a major can be found by visiting the Registrar's Office, accessing <http://www.liberty.edu/registrar>, or by calling (434) 592-5100. All requests for a change of major will be processed by the Registrar's Office upon receipt, and will be effective the following full term of enrollment.

DOUBLE MAJORS

Students who wish to complete a double major (**BS/BS** or **BA/BA**) or two separate undergraduate degrees (**BA/BS** or **BA/BM** or **BS/BM**) must meet with their professional advisor in CASAS to work out a completion plan.

Students must have 30 unique hours within the major core of the first or second major or degree. The foundational and investigative studies may be shared if they are the same. However, if any requirements are different, the student must fulfill the higher of the two requirements.

The requirements from one major can be used as electives for the second major, and vice versa. At least 50% of the course work for each major must be earned at Liberty University.

Students who wish to earn an A.A. degree with two majors must have at least 15 unique hours in the core of the first or second major.

Students with a conferred A.A. degree who wish to earn a second A.A. degree must complete at least 15 additional hours through Liberty University, and there must be at least 15 unique hours in the core of the second major.

Students who currently hold a bachelor's degree and want to pursue an associate's degree will need to take a minimum of 15-hours through Liberty University of which 15-hours must be unique in the core of the major.

Students who currently hold a bachelor's degree and want to pursue another bachelor's degree will need to take a minimum of 30 additional hours through Liberty University of which 30-hours must be unique in the core of the major.

DUPLICATE CREDIT

In the event that a student earns credit for the same course more than one time, whether at Liberty, at another college, or through standardized testing, that course/credit may only count one time toward the completion of his/her degree. The only exception to this would be if the course/credit is approved by the academic department or administration to be used more than one time toward a student's degree/major.

INTERCOLLEGIATE ATHLETIC CREDIT

Students who are members of Liberty Intercollegiate Athletic teams may earn one hour of academic credit

for a completed season. Such credit may not be used more than one time for each sport in which the student participates. This credit is not intended for transfer.

DEGREE COMPLETION PLANS

Once a student has declared his or her major through the registrar's office, a Degree Completion Plan (DCP) may be retrieved at <http://www.liberty.edu/dcps>. The student is required to follow the DCP for the academic year in which the declaration becomes effective.

Grades of "D" are not acceptable in upper-level (300-400) courses within the student's major. For certain majors, a grade of "D" is not acceptable in upper- and lower-level courses within the major.

If a major includes directed electives or support courses, it is possible to use them to also meet a general education requirement or a minor requirement. Courses cannot fulfill both a major requirement and a general education requirement.

A student with an already completed bachelor's degree must take an additional 30 hours or more in order to earn a second bachelor's degree at Liberty, in conjunction with completing all requirements unique to that degree. The same rule applies to those students who have completed a degree at another accredited institution. Courses may transfer to Liberty from a completed undergraduate degree, but only courses that apply directly to the degree being pursued.

DEGREE COMPLETION PLAN (DCP) AUDIT

The Degree Completion Plan (DCP) Audit provides real-time advice and counsel, making it possible for students to track progress towards degree completion at their convenience. It also enables students to immediately see how their credits will apply towards a different degree program.

COURSE SEQUENCING

Suggested course sequences for resident undergraduate degree programs are available online through the CASAS webpage <http://www.liberty.edu/casas>.

IMPORTANT INFORMATION REGARDING INTERNSHIPS AND CLINICAL PLACEMENTS

Students who are pursuing degrees leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their Liberty University program should be aware that their host facility may require a criminal background check, finger printing, or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. Although the university will make reasonable efforts to place admitted students in field experiences and internship, it will be up to the host facility to determine whether a student will be allowed to work at that facility.

Students should further be aware that a criminal record may jeopardize licensure by the State certification body. Students seeking licensure are urged to contact the relevant licensing agency to determine the licensing requirements for the jurisdiction. Successful completion of a program of study at Liberty University does not guarantee licensure, certification, or employment in the relevant occupation.

MINORS

Students at Liberty University are not required to complete a minor. Those who wish to declare a minor, however, are encouraged to meet with their professional advisor to review the requirements for that minor. A minor on the student's transcript indicates the completion of a block of courses that academic departments have specified as meeting the requirements of their minor.

Consequently, since the selection of a minor is not a graduation requirement for any major at Liberty, students may use courses required for any given major to also count toward a minor if such courses are required for the minor. Students must earn a "C" or higher in all upper level courses in their chosen minor. At least 50% of the course work must be earned at Liberty University.

Finally, students who are completing requirements for a Bachelor of Arts degree, that requires twelve hours of a language, may take one additional, approved course in the chosen language and declare a minor in that language.

SPECIAL STUDENT REGISTRATION

1. Prospective students must apply as a Special Student and receive confirmation of acceptance.
2. Special Students may not accumulate more than 12 credit hours under this status.
3. Special students will follow the same registration rules and procedures as degree-seeking students.
4. Students who have been Academically Dismissed are not eligible to return to Liberty under the Special Student category.

CLASS ATTENDANCE POLICY

For the good of the Liberty University student body, a consistent attendance policy is needed so that all students in all majors will understand the expectations of faculty in all their courses. **In general, regular and punctual attendance in all classes is expected of all students.** At times, students will miss classes. For 100- and 200-level classes, absences will be identified as either excused or unexcused and will be handled per the policy below. For 300- and 400-level classes, students are permitted to make their own decisions regarding attendance, but faculty will outline in their syllabus the ramifications for completing an assignment late and missing a test/quiz or other essential activity/ event. Work missed for excused absences in 300- and 400-level classes, as outlined below, may be made up.

Excused Absences

- Excused absences include all Liberty University sponsored events, to include athletic competition or other provost-approved event.
- Absences due to medical illness that are accompanied by a doctor's note will be excused.
- Absences due to family situations such as a death in the family or a severe medical condition will be excused
- Students will **not** be penalized for excused absences and will be permitted to make arrangements to complete missed work.

Unexcused Absences

- Classes that meet:
 - Three times per week will permit four unexcused absences per semester.
 - Twice per week will permit three unexcused absences per semester.
 - Once per week will permit one unexcused absence per semester.
- Questions regarding unexcused absences must be resolved by the student with the professor within one week of the absence. Students may appeal these decisions to the respective dean within one week.
- Extraordinary circumstances regarding excessive absences will be addressed by the student with the faculty member, department chair, and dean as required.
- Penalties for each unexcused absence over the permitted number per semester will be as follows:
 - 50 points for classes that meet 3 times per week
 - 75 points for classes that meet 2 times per week
 - 150 points for classes that meet once per week
- Students who are late for class 10 minutes or less are considered tardy but present for the class. If a student misses in-class work due to tardiness, the faculty member may choose not to allow the student to make up this work. Three class tardies will be counted as one unexcused absence.
- Students who are more than 10 minutes late for class are considered absent

CLASS CANCELLATION POLICY

From time to time, it may be necessary to cancel a class because of insufficient enrollment or other extenuating circumstances. The decision for such a cancellation is ultimately that of the Provost of the University. Every effort will be made to provide notice of the cancellation at least two weeks prior to the first scheduled meeting of the class. The Registrar's Office will advise the student of the cancellation. The University does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations.

INDEPENDENT STUDY

Students may request to do an independent study project in a major field or related discipline. This option is limited to graduating seniors, students who have changed majors and have no other course of action, and students who may have approved extenuating circumstances. Permission for the independent study will be granted only upon approval by the Department Chair, the Dean of the School, the Administrative Dean, and the Registrar. Forms are available in the Registrar's Office and on the Registrar's webpage.

COURSE AUDITS

Students who wish to audit a residential course may do so for a fee (see Expenses and Financial Policy section). Audit fees are not covered in block-tuition billing, and audited courses will not be used to determine full- or part-time status. Auditors will not be expected to take quizzes or examinations. A grade of AU will be recorded on the auditor's permanent record.

Course audits may not be added via ASIST, but must be requested in person at the registrar's office. Requests to audit a course will only be accepted during add/drop week (or the week before the start of a summer term for summer courses). Audit requests will be processed and added on the last day of the add/drop period, pending seat availability. A student wishing to change from credit to audit status for a course may only do so until the last day of the add/drop period. Requests to change to or from audit status after the add/drop period will be denied.

Lecture-only courses may be audited. Courses considered lecture/lab, labs, private instruction, etc. may not

be audited. Audited courses will not count toward graduation requirements.

COURSE SUBSTITUTIONS

A Course Substitution request may be made when a student wishes to substitute one course for another required course when a clear relationship exists between the two. This form may also be used when an academic department approves a complete replacement for a Liberty course requirement. Students requesting these exceptions must complete a "Course Substitution Form" and submit it to the Registrar's Office. Approval of the course substitution is under the oversight of the Dean presiding over the required course. Please note that an approved substitution will apply toward the degree requirement(s), but will not change the course number on the student's transcript. Also, a lower-level course substituting for an upper-level requirement will not count toward the total number of upper-level hours required. Course substitutions are not applicable for certificate seeking students. Changing programs or breaking enrollment may invalidate the request.

DROPPING/ADDING/WITHDRAWING FROM COURSES

Changes are discouraged after a student and advisor have arranged the student's schedule for the semester.

A Fall/Spring course may be dropped up to and during Drop/Add Week. From the sixth day of the semester until around the 12th week of class (see academic calendar for exact date), a Fall/Spring course may be withdrawn with a grade of "W".

"W" grades are not used in calculating a GPA. Course withdrawals with grades of "W" are used in determining a student's academic load for the semester, upon which tuition charges are based. The student will be responsible for the tuition and fees for the course.

No course can be added after the first week of classes without signed approval from the course instructor and the Registrar's Office.

Exceptions to these deadlines may be granted by the Registrar in unusual circumstances, such as extreme illness or other circumstances beyond the student's control. If a student is unable to withdraw for a specific reason (i.e. death, incapacitation, incarceration, hospitalization, etc.) an administrative grade change to "W" may be approved by the Registrar's Office.

No course is considered officially added or dropped until the add/drop form is submitted to the Registrar's Office and processed. This form may require the written approval of the instructor of the course.

NOTE:

- ***A student may not withdraw from or drop MENT 100 and CLST 101, 102, 103 or 105 without permission of the Director of the Bruckner Learning Center.***
- ***A student may not withdraw from or drop BWVW 101 or BWVW 102 without the permission of the Christian/ Community Service Office.***

Students who do not attend their intensive(s), will be dropped from the course roster. An intensive may be dropped without a grade or a tuition charge prior to the start date of the course. Class attendance is defined, but is not limited to, any required submission to Blackboard, any required submission outside of Blackboard, initiating any communication with the professor regarding an academic subject, or physically attending a class where there is an opportunity for direct interaction between the instructor and students within the enrollment dates of the course. If the student has attended, he or she must withdraw from the intensive(s) and will be liable for tuition and fees. Please note that while students are given access to their courses in advance of the start date to allow for an opportunity to familiarize themselves with the course, assignments will NOT be accepted until the start date of the course. Students should not submit any assignments until after the current sub-term begins.

REMEMBER: Any change in status (i.e., from full-time to part-time, etc.) may cause the reduction or cancellation of your financial aid award. In other words, your out-of-pocket expenses may increase.

RESIDENT STUDENTS TAKING ONLINE CLASSES

Resident students desiring to take an online course must enroll in the course during the prescribed Liberty University Online registration period. A cumulative Liberty GPA of 2.00 or higher is needed before a residential student may register for an online course. **Resident students taking online courses will be charged resident tuition.**

WITHDRAWAL FROM LIBERTY

Students withdrawing from the University during the semester must meet with a representative from the Student Advocate Office for exit counseling. As a part of this process, the student must also meet with a representative from the Financial Aid Office and the Student Accounts Office (if there is an outstanding

balance on the student's account), and will be required to submit a signed statement of withdrawal. The student's official withdrawal date is the date they begin the withdrawal process by notifying a representative from the Student Advocate Office of his/her intent to withdraw.

Students withdrawing before the semester begins must only contact the Student Advocate Office in order to initiate the withdrawal process.

Any student who withdraws from the University during the first eight weeks of classes will receive a tuition refund. (See Expenses and Financial Policy Information: Official Withdrawal Policy section). This is in effect even if the student drops classes in such a way as to go below full-time status during add/drop week.

If a student withdraws from all classes in a term, the student has officially withdrawn from the University. Financial Aid Recipients are subject to the Title IV withdrawal calculation.

An expulsion resulting from violation of the disciplinary system will result in an administrative withdrawal. A grade of W will be recorded in all courses for which the individual is officially registered.

A \$50 fee will be charged for the processing of an official, unofficial, or administrative withdrawal. This fee will be deducted from any refund due on the student's account or he/she will be responsible for payment of this fee.

Anyone who withdraws from the University is considered to be breaking enrollment. Students who break enrollment must apply for readmission and will be subject to the requirements of the catalog and degree requirements in effect at the time of his or her readmission.

A student may not withdraw after finals begin or final exam/paper has been submitted.

UNOFFICIAL WITHDRAWALS

In accordance with Title IV regulations which require that universities have a mechanism in place for determining whether or not a student who began a course and received or could have received a disbursement of Title IV funds unofficially withdrew, the University has established a procedure for students enrolled in residential courses. This procedure is used to determine if students are progressing toward the completion of their courses.

Students who begin a course, but at some point in the semester cease attending, and do not withdraw, will be assigned a grade of "FN" (Failure for Non-Attendance), dated to the student's last date of attendance (based on the definition provided below). A grade of "FN" will be assigned when a student stops attending and/or participating in a class for a period of 21 consecutive days or longer.

DEFINITION OF ATTENDANCE

Attendance is measured by any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion board posts, etc.) or initiating any communication with one's professor regarding an academic subject. Attending is defined as completing an academically related activity which includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting a required academic assignment (in Blackboard or disparate system).
- Taking an exam.
- Taking a required interactive tutorial or computer-assisted instruction (in Blackboard or a disparate system).
- Attending a study group that is assigned by the school.
- Participating in an online discussion about academic matters.
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

The student alone assumes responsibility for course work missed from non-attendance. If a student receives all FN's in a term, he/she is subject to the Unofficial Withdrawal procedure that includes the reduction and/or return of all Financial Aid. Students are fully responsible for all resulting charges on their student account. To review the entire Financial Aid Withdrawal policy, go to http://www.liberty.edu/media/1260/1516_Withdrawal_Policy.pdf.

Students receiving all grades of FN will be considered to have unofficially withdrawn from Liberty. The withdrawal date will be determined by the Registrar's Office and will be based upon University information indicating the student's last date of attendance in class. Students with Federal grants and/or Federal loans will be subject to the Title IV withdrawal calculation. The Title IV withdrawal calculation will result in the reduction and/or cancellation of all Financial Aid.

Unofficial Withdrawal for Non-Attendance Appeal Process

Students who receive a grade of "FN" may appeal to their professor to have the grade removed to resume work in the course. This appeal must be communicated in written form to the faculty member. If the appeal is granted the student must complete the course with an earned grade.

UNDERGRADUATE REPEAT POLICY

The *Liberty University Undergraduate Repeat Policy* is designed to assist undergraduate students in raising their cumulative grade point average by repeating courses in which they previously performed unsatisfactorily and by removing the previous grade from the GPA calculation.

Undergraduate students are subject to the following conditions:

1. When an undergraduate course is successfully repeated*, the Undergraduate Repeat Policy will automatically be applied, all earned grades will remain visible on the student's permanent record, and the most recent grade earned will be the only grade to count toward the student's GPA. The registrar's office will automatically apply the Undergraduate Repeat Policy at the end of each semester[^], including the summer semester, to all eligible courses.
2. On the student's transcript, the letter "E" will follow the previous earned grade(s) to indicate that the grade has been "excluded" from the GPA. The letter "I" will follow the most recent grade to indicate that the grade has been "included" in the student's GPA. The grades which have been excluded from the GPA calculation will not count toward GPA hours or hours earned, but will remain on the student's record as attempted hours. Consultation by the student with the Financial Aid office may be needed to determine how the Repeat Policy will affect the student's Satisfactory Academic Progress.
3. There is no limit on the number of different courses or retakes in which the Undergraduate Repeat Policy may be applied. However, there may be a limited number of times that Federal Financial Aid will pay for a course taken and passed (grade of "D" or higher). It would be wise to consult with a Financial Aid counselor if there are any questions about this.
4. The Undergraduate Repeat Policy will only be used on Liberty University courses that have been repeated at Liberty University. No transfer credit or credit earned through institutional or standardized testing may be used in the Undergraduate Repeat Policy.
5. The Undergraduate Repeat Policy will only be applied when the same course number/title is retaken, unless there's been a university approved course number/title change and the department confirms that the courses are the same. Course replacements/substitutions are not eligible for the Undergraduate Repeat Policy.
6. Undergraduate courses in which a grade of B, C, D, F or FN was awarded are *eligible* for the Undergraduate Repeat Policy. Courses which are *NOT eligible* for the Undergraduate Repeat Policy are: pass/fail courses, zero-credit courses, CSERs, and courses with grades of AU (audit), I, M, Q, R, W, WF, X, and Z, or those courses failed due to academic dishonesty. Also, courses that are designed as repeatable courses within certain majors will not have the Undergraduate Repeat Policy applied automatically.
7. Activation of the Undergraduate Repeat Policy for a prior semester will not affect the academic standing or dean's list award for that semester. Academic standing or dean's list in a prior semester can only be changed as a result of an approved grade change.
8. Once a student has graduated, the Undergraduate Repeat Policy may not be used on a course taken prior to graduation to enhance the cumulative GPA which was recorded at the time of degree conferral. The repeat of a class after graduation could, however, be used to enhance the students overall undergraduate GPA at Liberty.

*Final grade has been earned and posted

[^]Including sub-terms

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Scholastic Regulations

Warning/Probation/Suspension/Dismissal

Students must maintain satisfactory academic standing in order to remain at Liberty. Satisfactory academic standing for students enrolled in bachelor's programs is:

	Minimum GPA
Level 1 (0–23.99 hours)	1.50

Level 2 (24–47.99 hours)	1.65
Level 3 (48–71.99 hours)	1.85
Level 4 (72 or more hours)	2.00

Academic Standing is calculated only at the end of each fall and spring semester. At the end of each fall and spring semester, students on Academic Warning, Probation, Suspension, and Dismissal will be sent a notification by the Registrar's Office.

Any University organization that has students who represent Liberty University in activities that involve student traveling (exclusive of one-time missions exposure trips) must first provide a list of students on the team to the Registrar to verify if the students are in good academic standing. Students who are not in good academic standing are prohibited from traveling.

Academic Warning

Students failing to attain and maintain the minimum GPA required are placed on Academic Warning. During the next semester, undergraduate students are limited to a 12-14-semester-hour course load and are required to take CLST 101, 102, 103 or 105, and may not represent the University on any team without approval from the appropriate committee. A student may not drop or withdraw from the course without permission from the Director of the Bruckner Learning Center.

Academic Probation

At the end of the semester on Academic Warning, students who fail to raise their cumulative GPA to the required academic level (see above) are placed on Academic Probation. These students are required to sign an academic plan from CASAS indicating the grades necessary to remove Probation status. During the next semester of attendance, undergraduate students are limited to a 12-14-semester-hour course load, are required to take CLST 101, 102, 103 or 105, and may not represent the University on any team without approval from the appropriate committee. A student may not drop or withdraw from the course without permission from the Director of the Bruckner Learning Center.

Academic Suspension

At the end of the semester on Academic Probation, students who fail to raise their cumulative GPA to the required academic level (see above) are placed on Academic Suspension. Students who desire to return to Liberty in the future must appeal to the Registrar's Office in writing. If approved to return, the Registrar/CASAS will determine a plan that will prepare students for a successful re-entry to Liberty. These students are required to sign an academic plan from CASAS indicating the grades necessary to remove the Academic Suspension status. During the next semester of attendance, undergraduate students are limited to a 12-14-semester-hour course load, are required to take CLST 101, 102, 103 or 105, and may not represent the University on any team without approval from the appropriate committee. A student may not drop or withdraw from the course without permission from the Director of the Bruckner Learning Center. Students should not expect automatic readmission after serving a period of Suspension.

Students who are enrolled for 12 or more hours and fail all courses will be Academically Suspended.

Academic Dismissal

Students who are readmitted to Liberty after serving a period of suspension and who fail to raise their cumulative GPA to the required academic level (see above) by the end of the semester will be Academically Dismissed and will not be allowed to return to Liberty unless qualifying for Academic Amnesty.

ACADEMIC AMNESTY

Approval for readmissions and Academic Amnesty must be approved by the Provost. In order to qualify for academic amnesty, a student must have been academically suspended or academically dismissed from the University, as well as must satisfy the subsequent guidelines for readmission.

1. Not enrolled at the University for a period of three (3) years.
2. A student seeking readmission under academic amnesty must first appeal in writing to the Registrar's Office. The request must be stated clearly and contain: (1) the reason for the request, and (2) efforts made to improve during absence from Liberty. Corroboration may be requested of the student, i.e. transcripts from other institutions, certificates, awards, etc.
3. The Registrar's Office, upon receiving the written request, must receive approval from Student Conduct, Student Accounts and the Provost before readmission will be granted.
4. Previously earned grades of "A", "B", and "C" will remain on the student's record and will calculate into

his or her GPA. As determined by the Provost, grades of “D” and “F” are revised to “Q”. Students who have been granted Academic Amnesty are not eligible for graduation honors.

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Academic Code of Honor

I. PREAMBLE

Liberty University students, faculty, administrators, and staff together form a Christian community based upon the values and goals of the Bible. These are defined in our foundational statements, including our Doctrinal Statement, our Philosophy of Education and Mission Statement, the Statement of Professional Ethics for the Faculty, and our Student Code. Together, these statements situate Liberty University within the long tradition of university culture, which in its beginnings was distinctively Christian, designed to preserve and advance truth.

Anyone, whether Christian or non-Christian, who shares our values and goals, is both welcome and valued in our community. We want all students to feel comfortable in our community of learning, and we extend to all of our students our spiritual and academic resources, with the goal of fostering spiritual growth, character development, and academic maturity.

Communities are based upon shared values and practices. This Code of Honor, an expression of the values inherent in our Doctrinal Statement, defines the rules and principles by which our community functions. At the core of this Code are two key concepts: a belief in the dignity of all persons and an insistence on the existence of objective truth.

While we understand that everyone will not agree with the statements that follow, we do expect that our students respect and uphold these standards while enrolled at Liberty University. Abiding by the principles and behaviors established in this Code of Honor makes possible the success of our students and the strengthening of the Liberty community.

II. ACADEMIC HONOR CODE

A. ACADEMIC MISCONDUCT

Academic misconduct includes, but is not limited to plagiarism, cheating and falsification.

1. Plagiarism

Plagiarism is the intentional failure to give sufficient attribution to the words, ideas, or data of others that the student has incorporated into his/her work for the purpose of misleading the reader. In some cases, a student may be careless and fail to give credit to the words, ideas or data of others. In such situations, plagiarism has still occurred, but the professor may choose a sanction as deemed appropriate. In order to avoid plagiarism, students must conscientiously provide sufficient attribution. Attribution is sufficient if it adequately informs and, therefore, does not materially mislead a reasonable reader as to the true source of the words, ideas, or data. Students who have any doubt as to whether they have provided sufficient attribution have the responsibility to obtain guidance from their professor or other person to whom they are submitting their work.

Plagiarism in papers, projects or any assignment prepared for a class shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source (including digital material)
- Directly quoting or paraphrasing a specific passage from a specific source without properly referencing the source
- Replicating another person's work or parts thereof and then submitting it as an original
- Purchasing a paper (or parts of a paper) and representing it as one's own work

2. Cheating

Cheating is a form of dishonesty in which a student gives the appearance of a level of knowledge or skill that the student has not obtained, provides unauthorized aid, or wrongly takes advantage of another's work.

Examples include, but are not limited to:

- Copying from another person's work on an examination or an assignment
- Allowing another student to copy any portion of one's work on an examination or an assignment

- Using unauthorized materials or giving or receiving any other unauthorized assistance on an examination or an assignment
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for the student.
- Reusing a paper from a previous course
- Paying another student to complete a course, an individual assignment or exam

3. Falsification

Falsification is a form of dishonesty in which a student misrepresents the truth, invents facts, or distorts the origin or content of information used as authority.

Examples include, but are not limited to:

- Dishonestly answering or providing information in the application process
- Citing a source that is known not to exist
- Attributing to a source ideas and information that are not included in the source
- Falsely citing a source in support of a thought or idea when it is known not to support the thought or idea
- Citing a source in a bibliography when the source was neither cited in the body of the paper nor consulted
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions.

B. PROCEDURES FOR THE INVESTIGATION, ADJUDICATION, AND LEVELING OF SANCTIONS FOR THE VIOLATIONS OF THE ACADEMIC CODE OF HONOR

1. Processing Allegations

When an alleged violation of the Academic Code of Honor has been reported to the instructor or administration, the instructor will confront the student within ten business days of the discovery of the infraction. The instructor may issue an oral (or written) reprimand, send written notification to the Department Chair or Program Director, reduce a grade, adjust credit on an assignment and/or require additional work. The instructor may determine that a failing grade for the course is the appropriate sanction. In any event, the instructor will inform the student of the decision.

The reporting procedure is as follows:

1. The instructor will write a report outlining the violation.
2. The report will be provided to the student and the Department Chair or Program Director along with the sanctions recommended.
3. If blatant academic dishonesty occurs in a clear and convincing manner, the student may receive a grade of F for the course in which the academic misconduct occurred.
4. Students receiving a grade of F for academic dishonesty on a particular assignment will be notified by the professor of the course in an appropriate manner, including but not limited to returning the assignment with comments, email, letter, telephone call, and/or a personal meeting.
5. If warranted, the results of academic honesty review may be forwarded to the Office of Student Affairs for any other disciplinary action that may be appropriate.
6. If non-blatant academic misconduct (such as inadvertent plagiarism) occurs in a course, the professor will contact the student and conduct such further investigation as needed. If the professor determines that a sanction is called for, the professor may issue an oral reprimand, send written notification to the Department Chair or Program Director of the School in which the course resides, reduce a grade, adjust credit and/or require additional work.
7. When a student receives a course grade of F for academic dishonesty, the professor may report the reason for the F to the Registrar and request that it be recorded as an F grade. This F grade will appear on the student's transcript.
8. The student, upon receipt of the results of the academic honesty review, will have five business days to appeal the decision to the professor and the Department Chair or Program Director.

2. Sanctions

If the professor determines that a sanction is called for, the professor may issue an oral or written reprimand, adjust credit and/or require additional work. The professor also maintains the right to assign the grade of F for the course if the investigation determines that it is the appropriate sanction. In this instance, the Registrar will record the F, which will appear on the student's transcript. The repeat policy may not be applied to this grade.

If the student is found guilty of academic dishonesty (either blatant or non-blatant) in any subsequent course where a grade of F for academic dishonesty is posted, he or she will be dismissed from the University.

In determining the sanction to be imposed, the following will be considered: the student's intent to violate the Code of Honor, the degree of carelessness, the gravity of the offense and the student's overall conduct while enrolled at Liberty University. Student Affairs and Registrar may be consulted during this process.

In cases of proven academic misconduct in a particular course, the Department Chair or Program Director will usually defer to the course professor's recommendation. In some cases, however, where the Department Chair or Program Director perceives a clear conflict of interest or faulty judgment on the part of the faculty member, or where the sanctions suggested by the professor are demonstrably inconsistent with those that resulted from other similar instances of academic misconduct, the Department Chair or Program Director reserve the right to adjust the sanction(s) as appropriate.

A written copy of the decision shall be mailed or e-mailed to the student.

Please Note: All cases of alleged academic dishonesty will be resolved with the utmost concern for strict confidentiality by those individuals involved in the proceedings. Information about the case will be provided only to those with a need to know in order to perform their job duties.

3. Appeal Procedure

In cases where an allegation of any Academic Code of Honor violation occurs and the student does not admit guilt, he/she may pursue the process below. The student will be given an opportunity to provide written evidence in opposition to the charge. Persons who threaten or conduct other acts of retaliation against those individuals who acted in good faith (i.e., honestly and with intentions of being fair) in reporting (even if mistakenly) alleged instances of academic dishonesty will be subject to disciplinary action, including possible suspension or expulsion from Liberty. Any report of alleged academic dishonesty not made in good faith will also be subject to disciplinary action.

Examples of retaliation include, but are not limited to:

- Circumventing the appeal procedure and going directly to a university administrator such as the Dean, the Provost or the Chancellor
- Threatening a faculty member or student
- Harassment
- Verbal or physical abuse
- Verbal or written disrespect to a faculty or staff member (this includes e-mails)
- Offensive or crude language directed at individuals
- Falsely accusing someone of committing academic dishonesty.

A complete overview of the appeal process follows:

1. Within five business days of the notification of an alleged violation, the student may submit a written appeal to the Department Chair or Program Director. The Department Chair or Program Director will review the instructor's report and the student's written appeal, then notify the instructor and the student of his/her decision.
2. Both the student and any Liberty University personnel involved in or affected by the Academic Code of Honor violation will have the right to present their views to the Department Chair or Program Director before any decision is rendered.
3. If the student produces additional support for his/her appeal, the student will be given an opportunity to provide oral evidence in person and written evidence in opposition to the charge.
4. The Department Chair or Program Director will determine whether the student may continue in the class pending the outcome of the appeal.
5. Once informed by the Department Chair or Program Director of the decision, the student may further appeal to the Dean of the appropriate school for review.
6. Once informed by the Dean of the decision, the student may further appeal to the Faculty Senate Committee on Academic & Admissions Standards (CAAS) for further review.
7. In determining whether any violation has occurred, the Committee will apply a "clear and convincing" evidence standard. In some cases, Student Affairs or another University representative may join in the deliberations of the Committee as a non-voting member for the purpose of providing any background information that may be pertinent to the case.
8. If deemed appropriate by the Committee or if requested by the student, the student only may be present in person at the meeting of the Committee where the review will be made.
9. The student will not be permitted to be present after the Committee has received all evidence and begun its deliberation toward a decision.
10. The Committee will inform the Dean of its decision regarding the appeal. The decision of the CAAS in regard to the occurrence of academic dishonesty is final.

11. The student will be informed of the decision of the Committee by the Dean of the appropriate school in writing or by e-mail within ten academic days of the meeting.
12. Should no violation be found, the Committee's report indicating such will be forwarded to the Department Chair or Program Director and faculty member. A report of all findings (either in favor of or against the student) will be sent to the Student Affairs and Registrar's office. The findings will be kept in the student's official record.
13. In cases that do not require a grade of F for Academic Dishonesty, but may require a failed assignment, failure in the course or reduced grade, the professor reserves the right not to report the violation to Student Affairs' or Registrar's office.

C. REINSTATEMENT

Upon receiving two or more grades of F for academic dishonesty, the student will be dismissed for violation of the Code of Honor. Following dismissal, the student may not be considered for readmission for a minimum of three years. Readmission to the University will follow the academic amnesty policy described in the Academic Catalog. The Dean of the School has the right to refuse readmission of the student to the same degree program from which he or she was dismissed for academic dishonesty.

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INCOMPLETES

Students who are unable to complete coursework by the last day of class due to unavoidable circumstances such as personal illness/injury or family emergencies may appeal to their instructor for a temporary course grade of "I" (Incomplete). The authority for the decision to grant an incomplete completely lies with the instructor. Denial of the request for an incomplete may include, but is not limited to, the student's inability to earn a passing grade with completion of the remaining requirements, as well as an insufficient reason for the request. Students must initiate the request for an incomplete directly to the instructor by the last day of class (before the final exam period for residential classes).

The instructor will establish a new deadline for the completion of the remaining coursework, based on the circumstances. The instructor may grant up to two weeks beyond the last day of the term (or sub-term for Liberty University Online courses) for non-medical circumstances and up to four weeks beyond the last day of the term (or sub-term for Liberty University Online courses) for personal medical circumstances.

For extreme personal medical circumstances, a maximum of eight weeks for Liberty University Online courses and 16 weeks for residential courses may be given as long as sufficient medical documentation (from a medical professional) is presented along with the request. However, while the decision to grant an extended incomplete remains with the instructor, the request and medical documentation needs to be submitted to the registrar's office. The instructor will be responsible to communicate the remaining requirements, as well as the extended deadline, to the student.

The instructor will post a final grade within two weeks from the deadline established for the incomplete. If a final grade is not posted within two weeks of the deadline, a grade of "F" will be posted by the registrar's office. A grade of "I" may not be changed to a withdrawal unless the course is still in session.

The GPA is unaffected by the incomplete until a final grade is posted after the deadline. However, grades of "I" will count as hours attempted and not completed, and will negatively affect a student's Satisfactory Academic Progress (SAP).

GRADING POLICIES AND PROCEDURES

Liberty University Faculty members, both residential and online, must submit final grades for all students to the Registrar at the end of each term. Faculty teaching online courses should have grades submitted to the Registrar on or before the second Wednesday after the course ends. Faculty teaching residential courses should have grades submitted to the Registrar one week after the end of each semester. Liberty University Faculty members, both residential and online, are urged to promptly complete and submit final course grades. Confidentiality of student grades falls under the Family Educational Rights and Privacy Act (FERPA) of 1974. Please see the FERPA section and policies for more information.

Grading Scales:

Liberty University incorporates a standardized 1,000 point system across all undergraduate and graduate programs. The undergraduate utilizes a 100 point scale to differentiate between letter grades, while the graduate programs utilize three distinct scales: 80, 70 and 60 point scales to differentiate between letter grades. Each academic department determines the scale used within the department. The grading scale for each course will be posted within the syllabus for each course. Students are encouraged to review the syllabus for each course individually to verify the grade scale.

Undergraduate Grading Scale (100 point scale)

A	900	to	1,000
B	800	to	899
C	700	to	799
D	600	to	699
F	599	and	Below

RECORDING OF GRADES

All grades will be recorded in the Registrar's Office as reported by the instructors in charge of the various courses. Requests for grade changes may be submitted in writing only by the instructor.

Any extra credit assignments that are a part of the instructor's syllabus must be completed prior to the final exam for the course. A student may not submit assignments for extra credit after the semester has ended and a final exam has been given.

GRADE APPEAL PROCESS

The appeal process for believed errors on grade reports is as follows:

1. The appeal of the grade must be initiated within 30 days from the beginning of the subsequent semester. The student must submit a written rationale to the instructor. The instructor must respond in writing within 10 days of the receipt of the written appeal.
2. If the student is not satisfied with the written response, the student must appeal in writing to the Department Chair within 10 days of the written response. The Department Chair must provide a written response within 10 days of the receipt of the written appeal.
3. If the student is not satisfied with the response of the Department Chair, the student must provide a written appeal within 10 days of the response to the Dean of the College/School. The Dean of the College/School must respond in writing within 10 days of the receipt of the written appeal.
4. If the student is not satisfied with the response of the Dean, the student must appeal in writing within 10 days to the Senate Committee on Academic and Admission Standards (CAAS). The CAAS will follow the prescribed procedure of the Committee for the appeal of a grade. The recommendation of the Committee will be forwarded in writing, along with all previous documentation, to the Provost/Senior VPAA. The decision of the Provost/Senior VPAA is considered final.

ACADEMIC TRANSCRIPTS

Official transcripts are made only at the written, signed request of the student concerned. No transcript will be issued for anyone who has failed to meet all financial obligations to the University. Requests for transcripts are to be made directly to the Registrar's Office. There is a \$10.00 fee for one transcript. Additional transcript requests **made at the same time** are \$1.00 each.

FERPA – PRIVACY OF STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Students attending, or who have attended, Liberty University are given certain rights under the Family Educational Rights and Privacy Act of 1974 as amended (20 U.S.C. 1232g) and Rules of the [Department of Education](#) (34 C.F.R. Part 99) implementing this Act.

Additional information and University policies regarding the protection of student records are published online at <http://www.liberty.edu/ferpa>.

GRADUATION HONORS

Honors for graduation will be determined by the cumulative grade point average earned at Liberty. Bachelor's degree students who have earned 60 or more hours at Liberty must meet the following GPA standards to earn the corresponding academic distinction:

3.50 – 3.66	cum laude
3.67 – 3.84	magna cum laude
3.85 and above	summa cum laude

Those who have earned less than 60 hours at Liberty must meet the following GPA standards:

3.60 – 3.76	cum laude
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3.77 – 3.94	magna cum laude
3.95 and above	summa cum laude

The specific honor calculated on or around April 1 of the student's graduation year will be printed in the Commencement program, and the student will wear that particular honor cord. The final cumulative GPA will be determined after all grades have been recorded and that final cumulative GPA will determine the specific honor that will be printed on the diploma and transcript.

Associate degree students who have a 3.50 cumulative GPA will receive honors at Commencement. Graduation honors are not applicable to certificate seeking students.

Students graduating in the honors program wear a gold medallion during commencement.

To receive the distinction of graduating with honors in the University Honors Program, a student must meet the following requirements, in addition to those mentioned above:

1. Must complete a minimum of 36 hours in honors courses, if the student entered the Honors Program at the beginning of his freshman year. Of these 36 hours, 24 hours are to be taken in the honors sections of General Education courses; 9 have to be taken within the major; and
2. Must enroll in HONR 495 and complete a 25-page senior honors thesis in the student's major field of study.

CERTIFICATE COMPLETION REQUIREMENTS

All matriculated students, whether Resident or Liberty University Online, must meet the same academic requirements for certificate completion. Online certificate-seeking students must have all courses within the certificate successfully completed before being considered candidates for the awarding of a certificate.

1. The undergraduate certificate requires a minimum of 18 semester hours. Each program differs; therefore, the student must follow the certificate requirements carefully.
2. Each undergraduate certificate program requires a minimum GPA of 2.00.
3. To satisfy the requirements for the fields of study, only final grades of C or above, in all certificate courses, will apply towards successful certificate completion.
4. Students who return to Liberty to complete a second certificate at the undergraduate level must have at least 3 credit hours remaining and must take a minimum of 3 additional hours of coursework at Liberty to qualify for a second certificate.
5. All 18 semester hours of the certificate coursework must be completed at Liberty.
6. A Certificate Completion Application must be filled out at the beginning of the final semester before the certificate can be awarded. The Certificate Completion Application is found online at: <http://www.liberty.edu/index.cfm?PID=4849>.
7. The Registrar's Office will process the conferral of a certificate once all certificate requirements have been met, including the minimum GPA requirement and certificate completion application. If a student wishes to take further non-applicable coursework, they must do so under a new application.

GRADUATION REQUIREMENTS

All undergraduate residential students must meet these requirements for graduation.

1. Undergraduate students must have all courses in the Core Competency Requirements core and in the declared major and minor completed before being considered candidates for graduation.
2. The bachelor's degree requires a minimum of 120 semester hours. Of these total hours, a specified number of upper-level (300-400) courses must be completed with the minimum number being 30 semester hours. Each program differs; therefore, the student must follow the degree requirements carefully. The Associate of Arts degree requires a minimum of 60 semester hours.
3. All Christian/Community Service requirements must be satisfied before a degree will be awarded.
4. Each undergraduate degree program consists of designated General Education Core Competency requirements, major requirements, and in many cases, free electives. Free electives may be taken from the undergraduate courses offered in any department. A GPA of 2.00 or higher, unless otherwise specified in a particular major or minor, is required for graduation.
5. All CLEP and ICE tests must be completed prior to the start of the student's final semester before graduation, unless a special exception was granted by the Registrar's Office.
6. To satisfy the requirements for the major and minor fields of study, only grades of C or above in upper level courses may be included. This includes directed electives. All professional courses in a teacher preparation program require a grade of C or better. Certain majors require a grade of C or better in all major courses.
7. Students who return to Liberty to complete a second major at the undergraduate level must take a minimum of 30 additional hours of coursework at Liberty to qualify for a second degree.

8. **At least twenty-five percent of the credit hours required for the bachelor's degree** must be completed at Liberty. Fifty percent of the semester hours in the major and minor must be completed at Liberty, unless otherwise specified within the degree requirements. **At least twenty-five percent of the credit hours required for the associate's degree** must be completed at Liberty, and with the exception of the A.A. in General Studies, 50% of the hours in the major component of the Associate degree must be completed at Liberty.
9. NSSR 101 (New Student Seminar) is required.
10. CRST 290 (Creation Studies) is required.
11. Technology Competency
12. Submission of graduation application
13. The Registrar's Office will process the conferral of a degree once all degree requirements have been met, including the minimum GPA requirement and graduation application. If a student wishes to take further non-applicable coursework, they must do so under a new application.

GRADUATION CHECKLIST

After the matriculated **bachelor's degree** candidate has completed 75 hours toward graduation, the College of Applied Studies and Academic Success (CASAS) will evaluate the academic and Christian/Community Service record using the transcript and any approved exceptions to the program which might have been placed in the file.

The **associate's degree** student will be evaluated after completing 30 hours toward graduation. Every attempt will be made to keep students informed of curricular changes so that time is given for correcting any deficiencies prior to graduation.

Students are also encouraged to utilize the DCP Audit on ASIST in order to determine which requirements may still be outstanding.

Students who break enrollment will be required to follow the degree requirements in effect at the time of re-entry to the University.

GRADUATION APPROVAL

All candidates for graduation must be approved by the Faculty and the Board of Trustees. Conditions such as transfer credit and incomplete grades should be removed by the beginning of the candidate's last semester.

GRADUATION CEREMONY

Degrees are granted throughout the academic school year. All candidates for degrees may participate in the annual graduation exercises which take place in May.

TIME LIMITS FOR DEGREE COMPLETION

Students pursuing a certificate must complete the certificate requirements within three (3) years of the date of matriculation.

Students pursuing an associate's degree must complete the degree requirements within seven (7) years of the date of matriculation.

Students pursuing a bachelor's degree must complete the degree requirement within 10 years of the date of matriculation.

Any student who does not complete coursework within the permissible time limit for any reason, including discontinued enrollment, must reapply for readmission and will be subject to the requirements of the Catalog and Degree/Certificate Completion Plan (DCP/CCP) in effect at the time of his/her readmission.

A break in enrollment occurs when the student fails to enroll in at least one course during an academic year. The academic year begins with the start of the fall semester and ends with the conclusion of the summer term. Students who break enrollment must apply for readmission and will be subject to the requirements of the Catalog and degree requirements in effect at the time of their readmission.

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