

LIBERTY UNIVERSITY
Online Academy

NON-INSTITUTIONAL CREDIT

Submit this form to have your course considered for transfer credit.
Please submit a separate form for each course under consideration.

Student Name:

Student ID #:

Parent/Guardian Name:

Academic Year:

Official Course Title:

LUOA Course to Replace:

What type of course will this be?

Course Duration:

Accredited School (Provide name in course title field)

Semester (1/2 credit = 75 hrs instruction)

Homeschool - Recorded as Pass/Fail

Full Year (1 credit = 150 hrs instruction)

**Instructional
Hours:**

Total Hours:

Start Date:

End Date:

Documents Required Prior to Approval:(see end of form for adding information)

Course Description

Scope and Sequence (Detailed sequence of content covered)

Curriculum or Textbook Used (Include ISBN or URL)

Planned Method of Evaluation (List of tests, quizzes, labs, performances, etc.)

Documents Required Upon Course Completion:

Sample Submissions from Planned Method of Evaluation (5 for 1/2 credit, 10 for 1 credit)

Log of Instructional Hours (To include date and duration of each session)

Transcript from Institution including Final Grade

Withdrawal: Once approved, this course may not be dropped without prior approval from an Academic Advisor.

PARENTAL USE

Please sign this form by typing your name and date in the space provided to signify that all information is accurate:

Parent/Guardian Signature:

Date:

TO BE COMPLETED BY THE PARENT FOLLOWING COURSE CONCLUSION

Please Note: All required documents must be submitted and approved upon course conclusion in order to receive credit.

Grading Scale: A = 90%-100% B = 80%-89% C = 70%-79% D = 60%-69% F = 0%-59%

Final Letter Grade:

Parent/Guardian Signature:

Date:

FOR OFFICIAL LUOA USE ONLY

INITIAL APPROVAL

Request for Approval:

As Appears on Transcript:

For Number of Credits:

Approved

Transfer Credit

Denied

LUOA Credit

Comments/Notes:

Chair Signature:

Date:

FINAL APPROVAL

Credit Approval:

Comments/Notes:

Approved

Denied

Chair Signature:

Date:

Documents Required Prior to Approval:

Course description: (please include a complete description of the course material - can be copied from websites or from the curriculum provider) Also include textbook or curriculum (ISBN or URL)

Scope and Sequence: (can be provided in a separate Word or pdf document - this should include a list of topics and method of assessment)

Planned Method of Evaluation: (provide list of comprehensive exams, project, lab reports or papers the student will complete during the course - be sure to save examples as you will need to provide these to receive LUOA credit at the end of the term)

Appeal Rationale