



# LIBERTY UNIVERSITY **ONLINE ACADEMY**

**Affiliate Handbook 2022-23**

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## A MESSAGE FROM THE SUPERINTENDENT

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 Prevo, and the Executive Leadership of Liberty University.

LUOA is fully accredited by the Association of Christian Schools International (ACSI) and Cognia, which is dedicated to advancing excellence in education worldwide. Cognia is the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). The Commonwealth of Virginia also recognizes LUOA as a member institution of the Virginia Council for Private Education. These accreditations and affiliations 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 family.

Our grades K–12 program offers curriculum for full-time or part-time students, students graduating with a standard diploma, advanced diploma, or on track to earn an Associate Degree. We offer dual enrollment courses through Liberty University for juniors and seniors who aspire to earn college credit and high school credit by completing collegiate coursework. These dual enrollment courses likewise 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 to aid parents and guardians throughout the school year. We have also developed proprietary curriculum from which your child will only benefit 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!



Dr. Chris Rusk

Dean / Superintendent

# **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 with 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 a 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 (Isaiah 43:7; I Corinthians 10:31). Thus, LUOA serves as an extension of students' families to aid them in their God-given responsibility to educate their children for the glory of God (Psalm 78:5–6). LUOA exists to help students reach their full potential by guiding them in developing spiritually, morally, personally, socially, and academically (Luke 2:52; Colossians 1:9–10). The faculty and staff recognize that only when students accept Jesus Christ as Savior and yield to His Lordship can they realize their unique potential (Romans 10:10–13).

LUOA is a K–12 school that exists as a department of Liberty University. 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). LUOA designed the curriculum 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

Themes	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

Themes	Topics
	The biblical perspective of life
Restoration	The resurrection
	The judgment
	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 Cognia, which are both dedicated to advancing excellence in education worldwide. Through the Cognia accreditation division, the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), LUOA enjoys full accreditation. The Commonwealth of Virginia also recognizes LUOA as a member institution of the Virginia Council for Private Education. These affiliations and accreditations ensure that students will receive the highest quality education available.

*rev. 04/2020*

# **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**.

Enrollment is available beginning every Monday of the year, providing the 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 students only.*** LUOA may accept high school credits earned prior to student enrollment based on the submission of official transcripts. (A combination of grades and LUOA's math assessment test will determine math placement.) This measure is to ensure LUOA places students in the course that best meets their demonstrated skill levels. In order for transcripts to be considered official, previous schools must mail, fax, or email transcripts containing a seal and/or administrative signature verifying document authenticity to LUOA. 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. If

homeschooled students took a high school course in seventh or eighth grade, they will take an entrance assessment through LUOA before the transfer credits will be awarded.

Bible courses transferred in will be transferred in as Bible.

rev. 05/2019

## 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 for educating themselves concerning the education laws in their home states and how state laws view enrollment in LUOA.*** Since laws change, it is advisable to check with your state annually.

### LUOA FULL AND PART-TIME STATUSES

A full-time kindergarten student is defined as one enrolled in three (3) courses per term. A full-time first-grade student is defined as a student enrolled in four (4) courses per term. A full-time second- through twelfth-grade student is defined as a student enrolled in five (5) or more LUOA courses per term, including Bible courses.

Students in kindergarten taking less than three (3) courses and students in first grade taking less than four (4) courses are considered part-time. For second- through twelfth-grade students, part-time student status includes all who register for one (1) to four (4) courses. Part-time students are not required to take the math assessment test (with the exception of those enrolling in high school math, chemistry, and physics). Furthermore, part-time students are not required to submit previous school records in order to meet enrollment qualifications.

Part-time students may change status and enroll as full-time students by enrolling in the needed addition of courses, taking any potentially required assessment tests, 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 thirty-six (36) weeks of work, and semester courses are divided into eighteen (18) weeks of work. A full-time student attending the entire school year should complete coursework in nine (9) to ten (10) months, including time for holiday breaks. Semester courses are designed to be completed in five (5) months. Students enrolled in semester courses usually complete their work in four (4) to five (5) 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.

*rev. 06/2017*

## **ATTENDANCE POLICY**

The LUOA school year consists of 10-months (180-days) of instructional work for academic credit to be granted for full-year courses and 5-months (90-days) for semester courses. Affiliates are not required to notify LUOA regarding missed days of school since the pace is flexible, and students can make up days according to their own schedules. If any student is struggling due to an illness or family issue for more than 10 days, the Affiliate administrator or facilitator should notify teachers and academic advisors so they can pray for the student and offer extra assistance as needed. LUOA expects students 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 (“finished for non-participation”) will be placed on their transcripts. Tuition will not be prorated for courses that result in a grade of FN.

*rev. 04/2020*

# NON-INSTITUTIONAL CREDIT POLICY

In order to meet the requirements of the LUOA Diploma Completion Plans (DCP), LUOA requires full-time students to take LUOA core and elective courses. In order to be considered full-time with LUOA, students must take at least five (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.
- An LUOA administrator will approve or deny the course.
- If approved, an LUOA representative may comment on expectations.
- Upon completion of the course, update the form, include documentation of the work completed (such as examples of written activities, graded assessments, final grades, etc.), and submit the form to your Advisor.
- LUOA will assess completion of paperwork and award or deny credit.
- If awarded, the course will be added to the student's transcript and graduation plan as a transfer credit taken outside of LUOA.

**Note:** LUOA will include final course grades from outside accredited institutions in students' GPA (Grade Point Average). LUOA will issue a final grade of "P" (pass) on transcripts for homeschool courses; this grade will not affect GPA.

*rev. 05/2019*

# 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 on time. **Incomplete courses by the end of the assigned time period will result in a course grade of FN (Failure for Noncompletion), with no credit earned or granted.**

Affiliates can track student progress and time left in each course **mainly through the weekly Progress Reports that LUOA routinely sends on Monday mornings**, and also through the Observation Deck on Canvas.

If the student is in need of additional time to complete a course beyond the 22/41 allotted weeks and the additional free month, the Affiliate should request a course extension at [Liberty.edu/Online-Academy/Current-Student-Resources/#Extension](http://Liberty.edu/Online-Academy/Current-Student-Resources/#Extension). See details for extensions below.

## FULL-YEAR COURSES

While we do offer flexibility in schoolwork, students are expected to complete their schoolwork within 41 weeks for full-year courses. For students requiring between 10 and 11 months 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 should request a course extension at [Liberty.edu/Online-Academy/Current-Student-Resources/#Extension](http://Liberty.edu/Online-Academy/Current-Student-Resources/#Extension)*, and an extension fee of \$50 per course will be charged to the account.

Students not completing their coursework in 12 months will receive an FN in each applicable course, and credit will not be granted. **To request an extension, contact the Strategic Affiliations Advisor before the course timeframe expires.**

**Responsibility for completing courses by established deadlines lies with the Affiliate and student.** LUOA alerts the Affiliate through progress reports if it appears that a student is in danger of not finishing on 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. A student can receive up to 2 paid extensions per course.

## SEMESTER COURSES

Students in semester courses are expected to complete their schoolwork within 22 weeks. For students requiring between 5 and 6 months 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 semester coursework in seven (7) months will receive an FN in each applicable course, and credit will not be granted. To request an extension, visit [Liberty.edu/Online-Academy/Current-Student-Resources/#Extension](http://Liberty.edu/Online-Academy/Current-Student-Resources/#Extension).

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

*rev. 07/2022*

## **COURSE WITHDRAWAL**

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

If a student has worked no further than Module 1 of any full-year or semester course and the course withdrawal occurs within the first month of enrollment, the student will be charged for 0 months, but the “W” will show on the 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 four months in a semester course or nine months in a full-year course, and who wish to withdraw but do not successfully progress in their coursework, 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.

*rev. 06/2021*

## 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 the 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 (30) 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 transcripts and will negatively affect high school students' GPA. Tuition will not be prorated for courses that result in a grade of FN.

*rev. 06/2018*

## ADMINISTRATIVE 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 the 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).

are responsible for completing prorated tuition payments based on the students' time enrolled within their contracts, not on the amount of schoolwork completed. However, if students finish before the 5 or 10 month deadline, the full tuition for that course is still owed. *Transcripts will be released only when all obligations to LUOA have been satisfied.*

Once students are 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 canceled 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.

*rev. 06/2021*

## 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 proving that the administration made an error. Individuals expressing concern must speak with LUOA academic advising or administration. LUOA administration will determine if a change is warranted. Any time a proof of claim is verified, LUOA will modify the transcript and send official copies 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 Christian education is of primary importance to all of its students. The Bible and its teachings are deeply and deeply 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 an error.

Course instruction is formatted on a browser-based Learning Management System (LMS) that is delivered via the internet. Courses are primarily text-driven with various forms of interactive components built into 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 111.

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

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

Luke 6:40<sup>1</sup>

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. Lastly, all Affiliate POCs will receive a weekly email detailing the progress of all of their students who are taking non-Dual Enrollment courses, this is a great tool to help Affiliates make sure their students are completing courses successfully and on time.

*rev. 05/2019*

## FACULTY ROLE

LUOA teachers are degreed in their subject area(s), are licensed professionals, and/or hold a master's or terminal degree. They provide support to parents/guardians and students through electronic correspondence. Teachers take responsibility for the day-to-day academic well-being of each student. Teachers provide an assessment of student work. Grades are always available to students and parents/guardians through the online grade book. Communication between teachers and students is accomplished primarily on two levels: correspondence in the LMS message center and comments made directly on the assignments. Teachers can also be available after office hours per student request. Using the communication options established within the LUOA structure, relationships among facilitators, students, and teachers become similar to those that exist in a traditional classroom setting.

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<sup>1</sup> Unless otherwise noted, the following version of the Bible is used for scripture quotations in this handbook: The Holy Bible, English Standard Version. ESV® Text Edition: 2016. Copyright © 2001 by Crossway Bibles, a publishing ministry of Good News Publishers.

# 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 [LUOAStudentSupport@liberty.edu](mailto:LUOAStudentSupport@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 parents/guardians, and a member of the Liberty University ODAS (Office of Disability Accommodation Support) team shall meet (via phone conference or email) to:
  - Determine the nature of the disability,
  - Review any medical verification and the student’s academic history,
  - Determine eligibility for 504 accommodations, and
  - Write/review a plan, if needed.
2. For those with existing LUOA 504 accommodation plans, the LUOA Student Support Office will notify (in writing) all stakeholders to review the 504 accommodation plan during the first week of enrollment in the academic year. Stakeholders include, but are not limited to, the student (optional), academic advisor, teacher(s), and parents and/or guardians. Stakeholders must acknowledge receipt of the accommodation plan before it can go into effect. Any stakeholder may request a meeting at any time to discuss amendments to the accommodation plan.
3. By virtue of the nature of the academic model utilized by LUOA and because there are no penalties for late work, students eligible for 504 accommodation plans can work at their individual paces. Frequent and descriptive feedback from teachers is also built into this educational model.
4. Standard student conduct is described in the Error! Reference source not found. section. Unless otherwise specified in an accommodation plan, LUOA requires these of 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. These 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;
- Students point to answers and parents/guardians or proctors select the given answers;
- Students type responses into word processing documents and parents/guardians or proctors copy/paste the given responses into text boxes for submission;
- Students speak answers and parents/guardians or proctors scribe or type the given answers into text boxes;
- A basic function calculator; and
- A one-month course extension for unfinished coursework if needed (the fee mentioned in the Error! Reference source not found. is waived).

*rev. 06/2021*

## 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 a 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 Option 4.

**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, including Microsoft Office 365. If you need assistance, you may contact technical support by calling 866-418-8741.

- **Web Browser:** Google Chrome OR Mozilla Firefox (free)
- **MS Office:** Microsoft Office Suite, including Word, PowerPoint, and Excel
- **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 the curriculum is sequential, it is vital that students demonstrate mastery for present success to provide the foundation for future learning. In order to reduce guessing and improve student study habits, the number of attempts is limited by the LMS in most subjects to two attempts on daily work lessons. After two attempts, the student will be awarded the higher of the two grades. Students who have connectivity issues during quizzes or tests should first contact their teachers and then contact their advisors.

*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.

LUOA teachers use rubrics to grade some assignments to help prepare students for what will be evaluated prior to submission of the work, to standardize grading by different teachers, and to categorize the feedback provided by teachers. Students should refer clarification questions to their teachers.

*rev. 08/2015*

## TYPES OF ASSESSMENTS

To clearly identify which policies apply to which assessments, 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. For example, 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 Policy and/or which portion of the Honor Code apply to that assessment (See the Resubmission Policy on page 25 and the Honor Code on page 36 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 students complete.



- **Assignment** – Any item on the Modules page designated as an “Assignment”

Examples of assignments include, but are not limited to, papers, book reports, projects, labs, and speeches. Students typically do their best work the first time on assignments.

- **Quiz** – Any item on the Modules page designated as a “Quiz”

Quizzes usually take the form of traditional assessments in which the students answer questions to demonstrate knowledge of the subject. Quizzes cover a smaller amount of material than tests do.

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

This usually takes the form of a traditional assessment in which students answer questions to demonstrate knowledge of a subject. Tests cover a larger amount of material than quizzes do.

From here forward in this handbook, lessons, assignments, quizzes, and tests may be denoted with capital letters to specify that these are the types of assessments to which the following policies apply.

*rev. 05/2019*

## RESUBMISSION POLICY

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

Colossians 3:23<sup>2</sup>

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.

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<sup>2</sup> Unless otherwise noted, the following version of the Bible is used for scripture quotations in this handbook: *The Holy Bible, English Standard Version*. ESV® Text Edition: 2016. Copyright © 2001 by Crossway Bibles, a publishing ministry of Good News Publishers.

- **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.

# ENHANCED COURSES

LUOA Enhanced Courses provide additional student support through increased interaction and communication with the course instructor. Enhanced courses are available for all high school core courses. Interaction takes place through the following:

- Weekly live teaching sessions,
- Question & Answer conferences with teachers before each test, and
- Discussion boards.

## PARTICIPATION GRADE

Students are given a participation grade based on attendance during the live teacher sessions and participation in discussion boards. For full-year courses, there are 20 live teacher sessions and four (4) discussion boards. For semester courses, there are 10 live teacher sessions and two (2) discussion boards. Participation grades are given at the end of each semester and count as Tier 3 assignments.

### Semester Grade Participation:

<b>Grade</b>	<b>Participation</b>
<b>A</b>	Attended 8–10 live teacher sessions and participated in two discussion boards
<b>B</b>	Attended 6–7 live teacher sessions and participated in two discussion boards
<b>C</b>	Attended 5 live teacher sessions and participated in two discussion boards
<b>D</b>	Attended 3–4 live teacher sessions and participated in one discussion board
<b>F</b>	Attended 0–3 live teacher sessions and participated in zero discussion boards

## SEMESTER AND FINAL EXAM PROCTORING

The proctoring (or monitoring of students during educational examinations) of the semester and/or final exam by an Affiliate facilitator (or other approved adults) is required for Enhanced courses. LUOA will provide a form in the course that proctors will sign and complete. Students will then upload the form through an assignment before being able to begin exams.

## LATE WORK

In order to take full advantage of our Enhanced courses, it is important that students stay on track with their scheduled assignments so that they benefit from the discussions with their teacher and classmates. Meeting deadlines is a skill that will aid students in their high school classes and beyond. Enhanced courses offer LUOA students help in developing this skill by requiring assignments to be turned in by the due date in order to receive full credit. For each

day the assignment is not submitted, 5 percent will be deducted from the assignment grade with a maximum deduction of 20 percent.

*\*Exceptions to this late policy may be considered in cases of illness, travel, or unforeseen events. Students will need to contact their teacher to seek approval for any exception.*

*Rev. 06/2019*

## **FINAL WORK SUBMISSIONS**

Submitting 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 requires teachers to grade assignments within 48 hours, with the exception of projects or papers, which will be graded within four (4) days.

Student grades will be determined according to the grading scale and assignment weights in the table below. LUOA determines final letter grades using a 10-point scale. Each assignment exists in an assignment group called a tier. Grades for the course are determined by averaging percentages of all assignments in each tier, weighing the tiers according to the assignment weights and summing the scores for the total course grade. Each tier is weighted according to the table below. Items that do not affect grades 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%		

In order for students to receive credit for a course, the following conditions have to be met:

- All semester exams and module tests have to be completed,
- All Tier 3 projects or papers have to be completed, and
- Fewer than 5 zeros per semester exist in the gradebook for blank submissions.

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

*rev. 05/2020*

### **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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1.**

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.

# 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:

- They build godly attitudes and character traits.
- They deepen our social and cultural awareness.
- They strengthen our use of written language.
- 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.

- Elementary materials must contain no objectionable material.
- Objectionable elements in 6th-8th grade materials must be limited and must serve a specific educational purpose.
- 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 Curriculum Project Managers.

*rev. 05/2017*

## LIBRARY

To enhance learning, the LUOA library offers students a thorough set of online resources through multiple databases. See the [LUOA Library](#) website for updates.

### **EBSCO K–12:**

- 5,000 academic journals
- 100 popular children's magazines
- K–12 encyclopedias and other reference works
- 1.7 million images of relevant photos, maps, and flags
- 11,000 electronic books

### **Periodicals Archive Online**

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

### **Digital National Security Archive**

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

### **Music Periodical Database**

- Information about several hundred international music publications
- Variety of music from 20 countries
- 140+ music journals

*rev. 06/2021*

## **NATIONAL 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 teacher of the curriculum. Assistance in daily lesson work is not considered cheating if 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 someone other than a student or something providing actual answers to questions. **Students must complete quizzes and tests without the aid of any notes or other forms of written information and without the information provided by human sources.** Students may receive help to clarify word meaning if they do not understand questions, but prompts that would guide students the correct answers are inappropriate. Affiliate facilitators are responsible for monitoring coursework to assist teachers in verifying student submission integrity. When determinations of cheating on quizzes or tests have been made, those students will receive a grade of zero (0%) for those assignments in their entirety.

Examples of cheating include, but are not limited to,

- Copying text from lessons onto quizzes or tests,
- Copying text from outside sources,
- Using answers from other students, and
- Viewing outside websites or LUOA lessons or assignments in advance.

# 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 of plagiarism include, but are not limited to,

- Copying from the internet or books,
- Someone other than students writing papers for the students,
- Sharing answers,
- Rearranging someone else's words to use as one's own,
- Downloading internet papers,
- Copying another student's work in part or in whole, and
- Utilizing work from a previous context and submitting it as new.

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

If an Honor Code violation occurs, the offending student's teacher will communicate to the student via a comment on the assignment and will then submit the violation to the Student Support office. Next, the Student Support Coordinator will review the violation(s) and determine the consequence for the violation(s). Next, an email will be sent to the family or school. The family or school may then submit an appeal to the Student Support office. To submit an appeal, new evidence must be provided by the family or the Academy.

- **Warning** – This ONLY applies to elementary/middle school assignments and lessons and high school lessons. Students should accept these warnings as learning opportunities.
  - **Elementary/Middle School Assignment** – Work must be redone; however, resubmission does not guarantee an increase in grade.
  - **Lesson** – The original grade will be reduced.
- **First Offense**
  - **Assignment** – The student will:
    - Receive a reduced grade or a zero (0%) per teacher discretion,
    - Be required to complete the Plagiarism Workshop, and
    - Be permitted to retry the assignment for a higher grade on the next attempt at the teacher's discretion.
  - **Lesson, Quiz, or Test** – The student will receive a zero (0%).

- **Second Offense** – The student will receive a zero (0%) and be placed on academic probation.
- **Third Offense** – The student will receive a zero (0%) and the Student Support Coordinator, along with LUOA administration, will determine the consequences that should follow, possibly including academic withdrawal from the course or expulsion from the Academy.

*rev. 06/2018*

## **CONFLICT RESOLUTION**

In the event that a dispute arises between student and teacher (e.g., grading, feedback, messaging), students should follow the biblical mandate from Matthew 18:15–17 and first contact the teacher in a respectful manner. If the student and teacher cannot successfully resolve the issue, the student should then contact his/her academic advisor who will then reach out to the Director of Faculty. The Director of Faculty will contact the teacher and student to resolve 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)

*rev. 03/2018*

# 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.

## **6. Watch the Student Orientation Course and Read the Student Handbook**

- Watching the Student Orientation Course is required of all new students. The course provides practical advice to enable students to quickly acclimate to online learning using LUOA's Learning Management System (LMS).
- The student handbook provides valuable information regarding policies and procedures, all of which are designed to enable LUOA students to have a successful school experience. Be sure to read the handbook thoroughly. Students with questions about policies or procedures should contact their academic advisor.

## **7. Read and Secure Items on the Course Supply List**

- The supply list for each LUOA course can be found under Course Materials in the course syllabus. Some syllabi contain an additional Materials List page toward the end of the document. Parents/guardians and students should print the applicable lists prior to the start of each course. Securing project items in advance will ensure timeliness in completing course projects.

## **8. Understand the Lesson Design**

- Each new lesson in a module builds on previous learning objectives. Students' understanding of the materials covered in each lesson will directly relate to how they have mastered concepts in previous lessons.

- Lessons contain a variety of content, and the length is designed to help students focus on important information. It is important not to rush through assignments for the sake of completion. Mastery of the content is the goal. Quizzes and tests are designed to assess student mastery.

### **9. Submit Assignments on Time**

- LMS maintains an individualized assignment calendar for each student. As a general rule, students should pace themselves with the weeks designated on the Modules Page.
- With online courses, students can never say, “I know I turned it in, but you must have lost my paper.” All assignments are submitted through the LMS and stored indefinitely. LUOA recommends that students save a copy of all written projects in case there is an unforeseen technical issue with a submission.
- Students should click *Submit* when finished with assignments. Without this final command, teachers will not receive work, and students will not get credit for completing assignments.

### **10. Be an Active Learner**

- In online education, students are responsible for what they learn in courses. Rushing through assignments will not lead to information retention. Students should set aside time to take notes, to memorize important terms and definitions, and to understand lesson facts and concepts.
- Students need to answer all assigned questions fully; however, active learners go beyond the minimum requirements. Doing just enough to progress is not satisfactory. Students will have to use what they learn today as the foundation for what they will learn tomorrow.

### **11. Get Acquainted with Teachers**

- One of the secrets to successfully adjusting to online education is engagement with teachers. Discussing questions and ideas with their teachers is one way for students to actively invest in their education. Through this conversation, teachers can provide instruction that is meaningful to student needs. The following are examples of requests that are too general: “I don’t understand,” or “Please help.” These would be better stated specifically as something similar to “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,” for example. Good dialogue involves clarity in expressing ideas and seeking information.

### **12. Build for Success Through Organization**



- Daily organizational structure and strong study skills are fundamental elements of 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 of review before taking quizzes and tests. Having a binder with class notes allows students to review when they are away from the computer or have lost access due to technical 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.

### **13. Avoid Procrastination**

- Keeping up with schoolwork is every student's responsibility. Students should establish a daily study routine. Teachers can usually tell when students have rushed through assignments, so students should take their time to learn as much as possible.
- Steps to Writing a Research Paper:
  - Research the topic for a few days.
  - Create an outline and write the paper's rough draft.
  - Revise the rough draft.
  - Apply online spelling and grammar checks.
  - Avoid plagiarism by properly citing outside resources quoted and providing a list of references at the end of the paper.
  - When satisfied that the work is complete, keep a copy on a computer and submit it by following the directions provided with the assignment.
- 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 LMS restricts access to the next lesson of study until all preceding assignments are complete.

### **14. Look for Life Application in the Lesson Discussion**

- Education should make a difference in students' lives. Discovering ways to apply lesson information to life or future education makes learning fun. Realizing the significance of a topic or concept will help students remember the information better.

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

### **15. Set Goals**

- LMS provides an assignment calendar to keep students focused. The goal should be to complete all tasks required on the day they are assigned. Anyone getting behind should use the next few days, the weekend, or scheduled holidays to get back on track. Unless students take ownership of academic goals, procrastination will replace production and make the school year a lot harder than it needs to be.

# **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 (5) classes. *It is important to note that taking the minimum number of classes will require more than four (4) years to graduate.*

Students transferring to LUOA for their senior year must take five credits to establish full-time status. LUOA will not issue a diploma to part-time students who have not established full-time status for their final year of high school at LUOA. Re-enrolling students entering the twelfth grade who have already reached full-time status will be assigned courses based on LUOA DCP (Diploma 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. Students may meet the credit hour requirement using LUOA courses, LUO dual credit courses, or combinations thereof.

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

*rev. 05/2019*

## CLASS PLACEMENT

*The following applies to full-time Affiliates only.* For high school class placement, students must complete grades as indicated below.

- **9<sup>th</sup> Grade** – successfully completed the eighth grade
- **10<sup>th</sup> Grade** – accumulated a minimum of six credits
- **11<sup>th</sup> Grade** – accumulated a minimum of thirteen credits
- **12<sup>th</sup> Grade** – accumulated a minimum of nineteen credits and tentatively 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. Students may meet credit requirements for high school graduation by taking courses provided by LUOA.

*rev. 05/2019*

## 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 three-credit courses is the same as for LUOA courses, and thus provides significant savings over the regular university tuition rate.*

Because all Liberty University coursework is accredited, courses are transferable to other institutions if students choose to pursue their post-secondary education elsewhere.

Students desiring to take dual credit courses must have a minimum 3.0 cumulative GPA (exceptions can be made for students with a 2.7-2.99 cumulative GPA), have completed at least 12 high school credits, and be over the age of thirteen.

Students who fail a dual enrollment course may repeat the course one time. These students must pay tuition for repeated courses. If these students plan to graduate from LUOA, the original and second attempt grades are listed on the LUOA high school transcripts and factored into the overall LUOA GPA. Failing a course a second time will result in removal from the LUOA dual enrollment program. Students may continue to enroll in LUOA high school courses but will not be allowed to enroll in additional dual enrollment courses.

Some dual enrollment courses may require additional course fees or other charges related to the content of the course.

If students withdraw from a dual enrollment course, the tuition is prorated based on university policies. The student will receive a 100% refund if he or she withdraws within the first week of class but before submission of the first assignment (1st assignment includes the Course Requirements Checklist). Withdrawing within the first quarter results in owing 25% of tuition, within first half results in 50% tuition, and within three quarters results in owing 75% of tuition.

A complete list of courses offered for dual credit is provided on the LUOA's website [Dual Enrollment](#) page.

*rev. 06/2018*

## NCAA APPROVED COURSES

If your student wishes to compete in an NCAA sport in college, all **LUOA Enhanced** courses and **Dual Enrollment** courses have been approved by the NCAA for Division I athletic program participation. See the [NCAA page](#) on our website for more information.

*Rev. 04/2020*

## 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.

*rev. 06/2018*

# DIPLOMA COMPLETION PLANS

A Diploma Completion Plan (DCP) is a visual path for student education. LUOA offers three DCP tracks that students may take, depending on which diploma they choose to pursue. Note: Degree specifications change based on Liberty University registrar requirements. (See [High School Graduation Requirements](#) for more details.)

1. **The Standard Diploma** – This enables prospective students to attend most institutions of post-secondary education. Students will graduate with a high school diploma from Liberty University Online Academy.  
[Standard Diploma Completion Plan](#)
2. **The Advanced Diploma** – This path is rigorous and enables students to be more selective when choosing their 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 completion of high school requirements for the standard diploma through LUOA, students in this track also will be awarded an associate degree through Liberty University.  
[Associate Degree](#)

rev. 05/2019

## 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.

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 1 will be listed as a graduating senior for the class of the next academic year. (For example, a student enrolling as a beginning senior in February 2019 will be listed in the graduating class of 2020.) The formal graduation date recorded on diplomas is the date processed upon completing coursework.

## 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 in February and invoiced to the school. Cap, gown, and graduation announcements are available.



# **LEGAL POLICIES**

# NON-DISCRIMINATION POLICY

To view Liberty University's Non-Discrimination Policy, visit [this website](#). For any questions specific to LUOA, please contact our Student Support office at [LUOASupport@liberty.edu](mailto:LUOASupport@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 Cyberbullying, LUOA Will Take the Following Measures:

1. **Report** – Any student who believes he/she has been the victim of bullying has a responsibility to report the alleged bullying to his/her teacher or academic advisor as soon as possible. Furthermore, any student, parent, guardian, or teacher who has knowledge of conduct which may constitute cyberbullying has a responsibility to report such conduct to a teacher, an academic advisor, or an administrator.
2. **Investigate** – In response to receiving notification of alleged cyberbullying, the LUOA administration will conduct an investigation in order to determine if a violation of the Cyberbullying Policy occurred. The investigation may involve reviewing documentation of the alleged bullying and interviewing the parties involved in the alleged cyberbullying.
3. **Notify** – If LUOA determines that a violation of the Cyberbullying Policy did occur, the parents/guardians of all students involved will be notified of the occurrence(s) and the resulting disciplinary action(s). School administration will notify local law enforcement if it believes that criminal charges are warranted.
4. **Disciplinary Action** – The LUOA school administration will take appropriate action in addressing the misconduct and doing its best to prevent it from occurring again. Disciplinary action may include the following measures:
  - Verbal warning to the student,

- Requiring a written apology sent to any student who was harassed, the administration, and any other parties involved, and
- Permanent expulsion from the academy.

## **PARENTAL RIGHTS POLICY**

Parents typically have undivided rights to make joint educational choices for their children. The only means of nullifying this is by court order. LUOA will not terminate or deny the rights of any parent until it has proof of legal obligation not to provide student information to one or both parents. In such cases, a court order must state that one or both parents may not have access to information pertaining to a child who attends LUOA. Additional identifying information such as a birth certificate may be required in order to verify parental status.

## **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 eighteen) is an abused or neglected child, has a responsibility under law to report the suspected child abuse or neglect within twenty-four hours of concern. 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 at 800-552-7096. LUOA will contact our Liberty University Police Department directly with any concerns.

*rev. 06/2018*

## **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 nineteen.

### **Requirements for LUOA Admissions (whether full- or part-time)**

- A copy of a valid driver's license or official 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,
- Communicate with any other students by any means,
- Disclose personal information,
- Participate in Social Clubs,
- Be enrolled in Liberty University or LUO courses when past the age of twenty-one,
- Have a high school diploma already, or
- Join LUOA social media.

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

*rev. 08/2017*