

Student Handbook

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# A Message from the Superintendant

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

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

LUOA is fully accredited by the Association of Christian Schools International (ACSI) and AdvancED, which is dedicated to advancing excellence in education worldwide. Through the AdvancED accreditation division, the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), LUOA enjoys full accreditation. LUOA is also recognized by the Commonwealth of Virginia as a member institution of the Virginia Council for Private Education. These accreditations and affiliation ensure that your 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 with an AA degree. We also offer dual enrollment courses through Liberty University for juniors and seniors who aspire to earn college credit while simultaneously completing high school coursework. These dual enrollment courses also qualify for NCAA eligibility. Our dedicated and highly qualified faculty and staff provide effective, knowledgeable, and professional support to engage students in the educational process and provide assistance for parents throughout the school year. We have also developed our own proprietary curriculum that your student will only benefit from as a student of LUOA.

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



Dr. Bunnie Claxton

Superintendent

Vision, Mission, Philosophy

# Vision Statement

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

# Mission Statement

To work toward our vision, LUOA seeks to provide support to parents and guardians in their biblical responsibility to train their children to become Christ-centered men and women with the values, knowledge, and skills essential to impact the world.

# Philosophy Statement

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

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

1. Creation – God's mandate at creation was for mankind to have dominion over the earth (Genesis 1:1; 26-28), which has grown to require learning in the areas of language, mathematics, the physical and natural sciences, history, technology, and the fine arts.
2. The Fall of Man – The hostile environment resulting from the fall of man (Genesis 3:9-24), intensifies the need to gain an in-depth understanding of all curricular areas in light of God's written Word.
3. Redemption – Man is saved by professing Jesus Christ as Lord (Romans 10:10; Ephesians 2:8). Our curriculum is written with the intent of teaching all students this biblical truth.
4. Discipleship – The command for Christians to evangelize the lost and to disciple believers (Matthew 28:18-20) further elevates the need to master all of the above areas.
5. Restoration – Jesus rose from the dead and prepares a place for all those who believe, in order that they may be restored with Him (Hebrews 9:28; John 14:3).

Detailed Outline of Biblical Themes

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

# Educational Goals and Objectives

## Spiritual and Moral Development

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

## Personal Development

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

## Social Development

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

## Academic Development

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

# Core Values

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

# Accreditation

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

rev. 06/2017

Admission Policies and Procedures

# Admission to LUOA

Attending LUOA is a privilege, not a right. When a student is accepted to LUOA, he/she agrees to abide by the standards and policies set forth by the school. A minor student is enrolled at LUOA by his/her legal guardians. The school regards the parents as having authority over their child with the school providing the academic and spiritual support for the child’s development. Adult learners must abide by the Adult Learner policies.

All new students are placed on probation for the first quarter they attend LUOA. As long as the student is enrolled in the Academy, he/she represents LUOA. If the testimony of a student is detrimental at any time to LUOA, he/she may forfeit the privilege of being a student. LUOA reserves the right to withdraw a student from the Academy at any time.

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

The enrollment process begins with the submission of a completed application and payment of the application fee. Upon acceptance, each student will be assigned to a personal Admissions Counselor, who will review the student’s previous school records in order to determine if assessment testing is needed. Using the records and assessment testing results, the Admissions Counselor drafts a class schedule for the full-time student. Enrollment is completed when the parent/guardian agrees to the class schedule, a start date is selected, and financial check-in is finalized. With the completion of the enrollment process, LUOA assigns each student an Academic Advisor, who supports the student by monitoring academic progress until the completion of the course schedule.

# Transferring Credits to LUOA

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

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

Bible courses transferred in will be transferred in as Bible.

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# Conditional Enrollment

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

* There is a history of not maintaining sufficient academic progress
* There has been a history of technical difficulties
* There is poor payment history
* Other items are at issue as determined by LUOA

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

rev. 05/2017

# Student Academic Status

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

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

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

Any part-time student may change status and enroll as a full-time student by requesting a change of status with the student’s Academic Advisor, taking a potentially required assessment test, and submitting previous official school transcripts.

# Academic Calendar

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

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

rev. 06/2017

# Attendance Policy

The LUOA school year consists of 10-months (180-days) of instructional work for academic credit to be granted for full-year courses and 5-months (90-days) for semester courses. Parents are not required to notify LUOA regarding missed days of school since the pace is family-controlled, and students can make up days using their own creativity. If a student is struggling due to an illness or family issue for more than 10-days, teachers and Academic Advisors should be notified so they can pray for their student and offer extra assistance as needed. Students are expected to work in each course regularly. If a student has not submitted work in a 14-day period, the family will receive an email notification. Students not submitting work in a 30-day period without notifying LUOA, will be administratively withdrawn and a grade of FN will be placed on the transcript

rev. 06/2017

# Extension Policy

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

## Full-Year Courses

While we do offer flexibility in schoolwork, students are expected to complete their schoolwork within 10-months for full-year courses. For students requiring between 10 and 11-months’ time to complete their schoolwork, a 1-month extension may be granted without penalty. For students requiring between 11 and 12-months to complete their coursework, *parents must specifically seek permission for a one-month extension* from the students’ Academic Advisor and an extension fee of $50 per course will be charged to the account. Student access to coursework will be placed on hold until the extension fees are paid in full.

Students not completing their coursework in 12-months will receive an FN (FN for nonparticipation) in each applicable course and credit will not be earned or granted. To request an extension, contact your students’ Academic Advisor.

## Semester Courses

Students in semester courses are expected to complete their schoolwork within 5-months. For students requiring between 5 and 6-months’ time to complete their schoolwork, a 1-month extension may be granted without penalty. For students requiring between 6 and 7-months to complete their coursework, *parents must specifically seek permission for a one-month extension* from the students’ Academic Advisor and an extension fee of $50 per course will be charged to the account. Student access to coursework will be placed on hold until the extension fees are paid in full.

Students not completing their semester coursework in 7-months will receive an FN (FN for nonparticipation) in each applicable course and credit will not be earned or granted. To request an extension, contact your students’ Academic Advisor.

**Responsibility for completing courses by established deadlines lies with the parent and student.** LUOA Academic Advisors will assist by alerting parents 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. 05/2017

# Course Withdrawal

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

*rev. 04/2016*

# School Withdrawal

If a student withdraws 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.*

# Cancellation of Enrollment

The LUOA administration reserves the right to cancel a student’s enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, honor code violation, or obvious academic dishonesty. Students who do not maintain attendance by doing coursework in each course for a period of thirty-days or by remaining in blocked status due to financial hold for a period of sixty-days will be administratively withdrawn from the course(s). In such cases, parents are responsible to complete pro-rated tuition payments based on the student’s time enrolled within the contract, not on the amount of schoolwork completed. Transcripts will be sent when all obligations to the LUOA have been satisfied.

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

If a student’s enrollment is suspended or cancelled for any reason, schoolwork that is completed after that date is considered as “homeschool status” and will not be included in the student’s transcript from LUOA. Upon reinstatement, if the parent 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 LUOA Academic Advisors.

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

rev. 04/2016

# Release of Official Transcripts

After completion of a course or courses, LUOA will issue a school transcript upon request. Official transcripts are mailed to schools. Official transcripts mailed to parents or graduates over 18-years of age become unofficial if the envelope is opened. Financial obligations to LUOA must be met prior to the release of official or unofficial records and graduation diplomas. If considering a transfer to a conventional school in their locality, parents are advised to talk with officials at the new school to review a graduation status profile before leaving LUOA.

# Transcript Changes

Changes cannot be made to official transcripts unless there is documentation of proof that the administration made an error when entering data. Individuals expressing concern must register the matter with an LUOA Academic Advisor or the school administration. The school Superintendent will determine if a change is to be made. If proof of claim is demonstrated, a transcript modification will be made and official copies will be sent to institutions that previously requested academic records.

Academic and Student Support Policies and Procedures

# Academic Structure

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

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

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

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

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

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

# Individualized LearningMeeting Special Needs

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

### Possible Accommodations Include (but are not guaranteed)

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

### Parents Should Provide

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

### Not Offered

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

# Parent Role

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

Luke 6:40

Parents are encouraged to take an active role in their child’s education. Even though the coursework involves self-instruction, parents are essential in actively assisting the student as “first responders” throughout each lesson. As such, parents 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, parents can view all graded assignments and monitor academic progress. It is also strongly recommended that the parent check the student Observer Account regularly in order to monitor student progress.

rev. 06/2017

# Faculty Role

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

# Academic Support

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

# Technical Support

Technical support and communication are imperative to a successful experience in an online learning environment. Below you will find information pertaining to who you should call for which type of issue, as well as important contact information.

Contact your Teacher when you have:

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

Contact your Advisor when you have:

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

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

# Minimum Computer System Requirements

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

* High Speed Internet Service (Satellite internet does not work well)
* Webcam with microphone
* Headset with microphone required for high school foreign language courses
* Printer Recommended (printer and scanner required for K-6 grade levels)

# Achievement Testing

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

rev. 06/2017

# Assessment

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

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

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

rev. 08/2016

# Assignments

For consistency in writing across the curriculum, all research projects must be properly cited using the [MLA citation style](http://www.aoacademy.com/resources/idx.php/0/091/article/Citing-Sources.html). **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 is a significantly reduced grade.**

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

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

rev. 08/2015

## Types of Assessments

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

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

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

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

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

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

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

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

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

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

*rev. 01/2017*

# Resubmission Policy

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

Colossians 3:23

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

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

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

# Final Work Submissions

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

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 parents 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 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. Teachers have the prerogative to award credit for an assessment, as they deem appropriate for the work submitted. **Extra credit assignments are not available.**

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

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

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

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

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

rev. 08/2016

### Awarding Semester Credit from Full-Year Courses

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

# Course Credit

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

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

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

Students may earn both high school and college credit for enrollment in a single course. One 3-hour college course will be awarded ½ high school credit.

# Failed Courses

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

# Repeated Courses

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

rev. 01/2010

# Materials Selection Policy

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

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

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

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

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

rev. 05/2017

# Library

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

### ERIC

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

### Periodicals Archive Online

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

### Digital National Security Archive

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

### Ebsco K-12:

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

### Music Periodical Database

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

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

rev. 08/2016

Student Expectations

# Academic Integrity

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

Matthew 5:16

A school environment based on integrity provides a setting of peace and trust. It is the responsibility of 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. Therefore, in order to issue a transcript and/or a diploma upon completion of the program, LUOA must have a reasonable degree of assurance that the grades earned and work completed are an accurate reflection of the student’s ability and mastery of the material. Therefore, dishonesty related to the coursework is viewed seriously and dealt with appropriately.

It is important that parents 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 teachers or when they pursue alternative ways of completing the coursework outside the conventional use of the curriculum as understood by both the parent and the student through LUOA communications and this Student Handbook.

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

# Honor Code

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

James 4:17

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

As a student of LUOA, I understand that it is my responsibility to uphold God’s biblical mandate that my life testimony demonstrate actions of integrity. In so doing, I will complete all assignments as instructed, without resorting to cheating or plagiarism. I understand that it is my responsibility to turn in my assignments in a timely manner, complete my own work, not share my work with others, and treat all students, teachers, and staff with respect.

rev. 06/2017

# Cheating

Cheating is giving aid to a student or receiving any form of aid regardless of the source without the consent of the teacher. Assistance in daily lesson work is not considered cheating as long as the student actually does the work. However, multiple occurrences of cheating on daily work or exceptional cases may result in an honor code violation. The line between lesson “assistance” and cheating is drawn at the point of providing actual answers to questions. **Quizzes and tests must be completed without the aid of any notes or other forms of written information and without information provided by human sources.** Students may receive help to clarify word meaning if a student does not understand a question, but prompts that would guide the student to the correct answers are inappropriate. Parents are responsible to monitor student work to assist teachers in verifying student submission integrity. When a determination of cheating on a quiz or test has been made, the student will receive a grade of 0 for the entire assignment.

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

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

# Plagiarism/Self Plagiarism

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

Examples Include:(this is not a comprehensive list)

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

rev. 10/2016

LUOA, in partnership with the parents of our students, 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, 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.
* 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, teachers use Turnitin, a national plagiarism detection database. 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. Parents 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 parents, guardian, or school coordinator 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. 05/2017

# Consequences for Violations to the Honor Code

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

In order to submit an appeal, new evidence must be provided.

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

**Lessons** – Grade reduction.

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

**1st Offense**

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

**Assignment** – The student will:

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

Be required to complete the Plagiarism Workshop

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

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

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

rev. 06/2017

# Conflict Resolution

In the event that a dispute arises between a student and teacher (e.g. grading, feedback, messaging, etc.) 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 their Academic Advisor who will then reach out to the appropriate Department Chair. The Department Chair will contact the teacher and student to find a resolution to the issue.

# Respect

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

Communication with 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 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 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. 02/2016

# 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 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 teacher as a resource rather than the primary presenter.

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

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

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

The 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 thoroughly read the handbook. If you have questions about policies or procedures, contact your Academic Advisor.

1. **Read and Secure Items on the Course Supply List**

Located under the *Curriculum* section at the bottom of LUOA’s website homepage is a link to the supply lists for LUOA courses. Parents 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 when assigned.

1. **Understand the Lesson Design**

Each new lesson in a module builds on previous learning objectives. Your understanding of material covered in each lesson will directly relate to how you have mastered concepts in previous lessons.

Lessons contain a variety of content and the length is designed so you can focus on important information. Do not simply rush through assignments for the sake of completion. Mastery of the content is your goal. Quizzes and tests were designed to assess student mastery.

1. **Submit Assignments on Time**

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

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

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

1. **Be an Active Learner**

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

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

1. **Get Acquainted with Your Teacher**

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

1. **Build for Success through Organization**

Daily organizational structure and strong study skills are fundamental elements to online learning success. Many students find that keeping a physical binder to take notes while studying lessons is an excellent way to increase learning. The notes provide a convenient means for review before taking quizzes and tests. Having a binder with class notes allows students to review when you are away from the computer or have lost access due to hardware failure. Divide the subject binder by course, module, and lesson titles. Keeping notes may appear to be too time-consuming, but there are no shortcuts to learning. Academic success requires organization and perseverance.

1. **Avoid Procrastination**

Keeping up with your schoolwork is your responsibility. Establish a study routine and daily study time. Teachers can usually tell when a student rushed through an assignment, so take your time and learn as much as possible.

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

1. **Look for Life Application in the Lesson Discussion**

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

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

1. **Set Goals**

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

High School Policies
and Procedures

# Graduation Requirements

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

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

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

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

rev. 07/2017

# High School StudentCourse Load

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

# Class Placement

For high school class placement, the student

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

# Class Rank and GPA

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

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

# Exemption for New Associate of Arts Students

Students who enroll with LUOA as a full-time AA student will be exempt from APP 2050 as a graduation requirement. To meet the Electives credit hour requirement, the student may choose to enroll in any LUOA or LUO elective not already required in the AA DCP.

If the student should break enrollment, withdraw, or be withdrawn from the program, the APP 2050 will be required for diploma completion from LUOA.

# Math Entrance Assessment Exam

LUOA utilizes a math assessment test as a tool in the admissions process to evaluate student skill-level for high school math courses. Homeschool students are required to take the math assessment to ensure accurate placement based on skill-level. Public, private, and partner school students may be required to take the math assessment test based on their current level of math placement and grades earned, as determined by the Admissions Counselor. Students in grades K-8 are not required to take a math assessment test unless deemed necessary by a Department Chair to ensure accuracy of placement.

rev. 07/2016

# Late Nite Labs

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

# Elective Courses

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

rev. 08/2016

# Dual Enrollment Program

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

The tuition for these courses is charged the same as LUOA, thus providing a significant savings over the regular university tuition rate.

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

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

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

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

**It is recommended that students purchase course materials at least ten days before the course start date to ensure a timely delivery.** When ordering, please verify with your registration information whether you are enrolled in an 8-week course or 16-week course format.

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

rev. 05/2017

# NCAA Clearinghouse Eligibility

LUOA dual enrollment courses are NCAA eligible. However, LUOA courses are not approved by the NCAA Eligibility Center for use as core courses in Division I or II academic evaluations. The NCAA requires that students be taught through the use of teachers as primary instructors. The NCAA has ruled that LUOA’s online instructional delivery with secondary student support does not meet their standard for approval. The rationale for this ruling has been broadly applied to online institutions and correspondence schools nationally. Student athletes who are being actively recruited by a Division I or II university should inform recruiters of LUOA attendance and seek their counsel.

rev. 06/2017

# Diploma Completion Plans

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

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

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

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

### The Commonwealth of Virginia Requires:

* + US and Virginia History
	+ US and Virginia Government

### **Courses to Fulfill the Virginia Requirement:**

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

# Assessment Testingto Opt out of APP2050

All students are required to complete APP2050 as an LUOA graduation requirement. Students desiring to be exempt from this course may do so by successfully completing an assessment test administered in Canvas with a score of 75% or higher. Once the assessment test is evaluated and the student has shown adequate knowledge of the materials covered in APP 2050, a grade of P (pass) will be entered on the student’s transcript for the course and another course should be chosen to replace APP2050. A letter grade will not be issued to students testing out of this course.

# Degree Completion Plans

A Degree Completion Plan (DCP) is a visual path for your child’s education. Below are the recommended DCP for the Standard Diploma, Advanced Diploma, and AA Diploma. Please note that degree specifications change based on Liberty University registrar requirements. Please check with you Academic Advisor to ensure the accuracy of your DCP. See the pages to follow for current DCP’s.

# Graduation Ceremony

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 are invited, but not required, to attend this special event. It is a graduation second to none and we strongly suggest that students attend to celebrate their hard work.

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

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

rev. 06/2014

# Graduation Fee

LUOA graduating seniors, regardless of attendance or non-attendance at the on-campus graduation ceremony, are assessed a one-time, non-refundable, graduation fee of $50.00. The fee is added to the student’s tuition account in February. Cap, gown, and graduation announcements are available. [Click here](https://highschool.herffjones.com/secom/school/VA/LIBERTY%2BUNIVERSITY%2BONLINE%2BACADEMY/45004530000/2581/home) to order LUOA Regalia.

Legal Policies

# Non-discrimination Policy

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

# Cyber-bullying Policy

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

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

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

* Investigate the claims
* Notify the parents of the student’s involvement
* Take disciplinary action as outlined below:
	1. Report– Any student who believes he or she has been the victim of bullying has a responsibility to report the alleged bullying to one of his or her teachers or academic advisor. The alleged bullying should be reported as soon as possible. Furthermore, any student, parent, or teacher who has knowledge of conduct which may constitute cyber- bullying has a responsibility to report such conduct to a teacher, academic advisor, or administrator.
	2. Investigate– In response to receiving notification of alleged cyber-bullying, the LUOA administration will conduct an investigation in order to determine if a violation of the cyber-bullying policy occurred. The investigation may involve reviewing documentation of the alleged bullying and interviewing the parties involved in the alleged cyber-bullying.
	3. Notify– If it is determined that a violation of the cyber-bullying policy did occur, the parents of all students involved will be notified of the occurrence and resulting disciplinary action. School Administration will notify local law enforcement if it believes that criminal charges may be pursued.
	4. Disciplinary Action– The LUOA school administration will take appropriate action in addressing the misconduct and ensuring it will not occur again. Disciplinary action may be carried out in the following measures
* Verbal warning to the student.
* Requiring a written apology sent to the student(s) who were harassed, the school administration, & any other parties involved.
* Permanent Expulsion from the academy

# Divorced Parent Policy

Parents have undivided rights to make 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 we are provided proof that we are legally obligated not to provide such information. In the case of divorce, a court order must provide proof stating that the other parent may not have access to information pertaining to the student. Parents may be required to provide additional identifying information such as a birth certificate in order to verify parental status.

# Child Abuse or Neglect Policy

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

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

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

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

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

## Employee Mandatory Reporting Requirements for Child Abuse and Neglect

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

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

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

No employee will suffer any retaliation or adverse employment action based on filing a good faith report or for participating in any investigation of suspected child abuse or neglect. Any employee who intentionally fails to timely report suspected child abuse or neglect or fails to timely report child abuse or neglect that the employee should reasonably have suspected, the employee will be subject to discipline up to and including termination and may also be subject to criminal charges.

rev. 03/2015

Additional Information

# Liberty Online Ministries

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

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

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

### Liberty University’s Convocation Speaker Statement

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

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

rev. 10/2015

# Adult Learner Policy

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

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

* A copy of a driver’s license or birth certificate
* A character reference email or letter from the learner’s local home church including the amount of time in attendance
* High School transcripts or middle school report card

### Adult Learners:

* May not be associated with any other high school graduation program
* May not communicate with any other students by any means
* May not disclose personal information
* May not participate in Social Clubs
* May not be enrolled on LU or LUO courses past the age of 21
* May not have a high school diploma
* As with all students, may not join LUOA social media

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