



Liberty University Online Honor Code

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OUR SCHOOL

Welcome to Liberty University! Since 1971, our mission as a university has been to provide a world-class educational experience with a solid Christian foundation to equip men and women with the values, knowledge, and skills essential for success in every aspect of life. With our unique heritage and expanding influence, Liberty is dedicated to preparing students to succeed in their chosen profession and service to others as a true Champion for Christ.

Jesus Himself summarized all the laws of the Old Testament in the Great Commandment. He said that we are to love God with all of our heart, soul, and mind and to love our neighbors as ourselves. The goal of the Liberty University Online Student Honor Code (Student Honor Code) is to encourage and instruct our students how to love God through a life of service to others. The way we treat each other in our community is a direct reflection of our love of God.

Liberty's community guidelines come in various forms. Some are requirements from local, state, and federal laws that must be obeyed by all. Some are based on Biblical mandates or principles that lead us to develop virtues characteristic of a Champion for Christ. Others are simply preferences that promote deference to one another while living in the university community. However, all are important for creating and maintaining the kind of university community we seek to provide.

Attendance at Liberty University is a privilege and, as a private educational institution, Liberty is free to control the admission and attendance of students. While the Student Honor Code has evolved over time, it has served our community well by articulating expectations of students and providing guidelines for life in a Christian educational community. Liberty is our university and this is our Student Honor Code.

STUDENT ROLE

Liberty University Online students are responsible for knowing and complying with the terms of the Student Honor Code. Students are also responsible for reporting all circumstances which they believe constitute a major violation of the Student Honor Code to the [Office of Community Life](#). Intentional breach of the responsibility to report major violations is itself a violation of the Student Honor Code. Every student should also give testimony or evidence relevant to any alleged violation of the Student Honor Code, if requested.

An online student is defined as any person who is admitted, enrolled or registered for study in an online program at Liberty University for any academic term. Students registered in a residential undergraduate or residential graduate program who are taking an online course are considered residential students and are governed by the applicable residential student honor code. Persons who are not officially enrolled for a particular term, but who have a continuing student relationship with Liberty University also are considered students for Student Honor Code purposes until a degree is conferred or an official withdrawal is processed.

The Student Honor Code is not a contract and does not create obligations that bind the university. The university reserves the right to revise the Student Honor Code at any time and for any reason, including an informal amendment to ensure fairness in its procedures.

Every student is expected to respect Liberty's Statement of Doctrine and Purpose and should avoid any activity, on or off campus, which would contradict the university's mission or purpose, compromise the testimony or reputation of the university, or disrupt Liberty's Christian learning environment. All members of the Liberty University community are asked to affirm the following:

"We have a responsibility to uphold the moral and ethical standards of Liberty University and personally confront those who do not."

ACADEMIC HONOR

Academic misconduct is considered conduct that undermines the academic integrity of Liberty University and includes, but is not limited to, academic dishonesty, plagiarism, and falsification. All such conduct is a violation of the Student Honor Code.

Academic Dishonesty

Academic dishonesty involves a student's attempt to improve someone's academic standing through dishonest means. It includes, but is not limited to:

- unauthorized collaboration on any work for the course;
- using unauthorized aids of any kind;
- allowing another student to copy any portion of one's own work;
- copying from or viewing another student's work during an examination;
- collaborating during an examination/assignment with any other person by giving or receiving information without specific permission of the instructor;
- stealing, buying, receiving, selling or transmitting coursework of any kind;
- submitting work previously used to fulfill academic requirements for any course at any institution at any level, including Liberty University, without permission from both faculty members;
- substituting for another person or permitting any other person to substitute for oneself to take an examination or complete course work;
- sabotaging another student's academic work;
- soliciting another student to complete a course, an individual assignment, or an examination; and
- facilitating or aiding in any act of academic dishonesty.

Any student who knowingly assists in any form of academic dishonesty will be considered equally responsible as the student who accepts such assistance.

Plagiarism

Plagiarism is the failure to give attribution to the words, ideas or information of others on papers, projects or any assignment prepared for a course. It includes, but is not limited to . . .

- omitting quotation marks or other conventional markings around material quoted from any source;
- paraphrasing, summarizing, or quoting a passage from a source without referencing the source;
- purchasing or acquiring material of any kind and representing it as one's own work; and
- replicating another person's work and submitting it as one's own work.

Falsification

Falsification is the misrepresentation of the truth in connection with course work. It includes, but is not limited to . . .

- dishonestly answering or providing false information to the university;
- altering any document, correspondence, or assignment that may mislead others or distort the truth;
- citing a source that is known not to exist;
- including a source in a bibliography when the source was neither cited in the body of the student's work nor consulted;

- citing a source when it is known to not support the proposition for which it was cited;
- intentionally distorting the meaning or applicability of data;
- inventing or intentionally distorting data or statistical result; and
- falsification of attendance and/or participation.

Reporting Process for Academic Misconduct

The Student Honor Code applies a preponderance of the evidence standard when investigating, reviewing or processing any instance of alleged academic misconduct. This standard relies on what the available evidence indicates has the greatest probability to be true or accurate.

The reporting procedure is as follows:

- The instructor (or staff member, if applicable) will confront the student within a reasonable period of time suspected academic misconduct is discovered or reported. The instructor will give the student an opportunity to respond to the alleged academic misconduct.
- If the instructor concludes that academic misconduct has occurred and the student is responsible, the instructor will implement the academic sanction based on a standardized rubric, which guides in determining the appropriate sanction based on the specific violation.
- The instructor will notify the student via email of the decision regarding the alleged academic misconduct and any sanctions.
- The [Office of Community Life](#) may also contact the student to further address the incident.

Appeal Process for Academic Misconduct

A student may choose to appeal the decision of a faculty member of a finding of academic misconduct and/or the sanction imposed. That appeal process is as follows:

- The student must submit a written appeal to the department chairperson within seven days of receiving the notification from the instructor of a finding of academic misconduct. The student's appeal should include any supporting documents and should clearly state the reason(s) (a) why the student disagrees with the finding of academic misconduct and/or (b) why the student believes the sanction imposed was inappropriate and what sanction the student believes would be appropriate, if any.
- The department chairperson will review the instructor's report and the student's written appeal, may consult with the instructor and/or student, may investigate further, and then will notify the instructor and the student of the decision via email.
- The student may appeal the department chairperson's decision to the associate dean of the school or college (i.e., School of Business, College of Arts and Sciences, etc.) within seven days of receiving the department chairperson's decision by stating, in writing, the reasons why the department chairperson's decision was incorrect or inappropriate. The associate dean will review the student's second appeal, as well as the instructor's report and the department chairperson's decision on student's initial appeal. The associate dean will notify the department chairperson, the faculty member, and the student of the decision on the second appeal. The decision of the associate dean is final and no further appeal is permitted.
- Should any appeal result in a ruling of "no violation", a report indicating such will be forwarded to all appropriate parties to expunge the student's permanent academic record, as well as remove any academic holds or academic restrictions. A decision of "no violation" will be considered final and cannot be appealed by an instructor or staff member.

Computing Ethics

Many students will use Liberty University's computing resources through classes that require such use, through on-campus employment, and for other reasons. Liberty University strictly obeys copyright laws and licensure agreements that govern computer software and web applications. No student should ever make unauthorized copies of university-owned computer software or otherwise violate copyright laws.

Liberty University has established a Code of Computing Ethics and an Academic Computing Policy. Students using the university's computing resources are responsible for adhering to that code and that policy. If the instructor or the campus employer who authorizes the student's access to the university's computer resources does not provide a copy of that code and that policy, it is the student's responsibility to ask for them.

Violation of that code and that policy is also a violation of the Student Honor Code, subjecting a student to disciplinary action by Liberty University and may lead to denial of future computing privileges. Violation of laws and license agreements may also subject a student to other government legal action under applicable federal, state, and local laws and regulations and other private causes of legal action. If any action by a student results in financial loss to Liberty University, damages and costs assessed to the university may also be assessed to the student.

Unprofessional, Unethical, and Dangerous Behavior

Liberty University has a professional and ethical responsibility to evaluate students based on their ability to successfully carry out the tasks associated with their degree and/or required licensure (if applicable). As such, the faculty of Liberty University will not approve program completion for students who demonstrate behaviors that may interfere with future professional competence. Liberty University reserves the right to require a plan of remediation if any of the following apply:

- The student demonstrates unprofessional or unethical conduct while acting as a representative of Liberty University, or in interactions with Liberty University faculty or staff.
- The university determines that the student's current emotional, mental or physical well-being compromise the integrity of the degree or licensure, or potentially places others in harm's way or an unduly vulnerable position.

Such action constitutes unprofessional, unethical, and/or dangerous behavior and is a violation of the Student Honor Code. In any of these cases, a remediation plan will be formulated in conjunction with the appropriate dean or associate dean, the student, and the [Office of Community Life](#). The purpose of the remediation plan is to assist students in correcting any deficits in his or her ability to successfully complete the requirements of his or her degree and/or required licensure so that the student may successfully complete the program. Remediation procedures can include actions such as repeating particular courses, obtaining personal counseling, completing additional assignments, or, in extreme cases, academic suspension (non-return) or dismissal (administrative withdrawal) from Liberty University.

GENERAL CONDUCT

Life outside the classroom involves a significant amount of a student's time and the university expects students to take responsibility for their behavior and choices. When those choices violate the Student Honor Code, the university administers discipline with love and mercy.

Substance Use and Prevention

Liberty University prohibits the possession, use, manufacture, or distribution of any illegal drugs or non-prescribed controlled substances by its online students, whether this occurs on or off campus. This includes the use or possession of prescription medication not prescribed to the student and the abuse of medication prescribed to the student. Any use of alcohol or tobacco by any online student on the property of Liberty University or Thomas Road Baptist Church or at any university sponsored event or program off campus is not permitted.

Violations of this prohibition may result in disciplinary action, including a sanction of non-return or administrative withdrawal. In addition, the possession, use, manufacture, and distribution of illegal drugs and non-prescribed controlled substances is a crime, and Liberty University will cooperate with law enforcement authorities who are charged with enforcing the law.

Education

Liberty University recognizes that substance abuse is a serious problem, and the education of university community members on the inherent dangers of substance use and abuse is an important aspect in addressing the problem. The university incorporates educational information on substance use and abuse through campus-wide programming, training modules, academic courses, Convocation, community resources, pastoral resources, and utilization of campus mental and health-care professionals. Where appropriate, sanctions will include an educational component.

Counseling and Referral

Liberty University students who are at risk of substance abuse have access to counseling through Liberty's [Student Counseling Services](#) and its programs, including a local chapter of [Celebrate Recovery](#). [Student Counseling Services](#) may also refer students to other health-care agencies or counselors as needed. Any cost incurred or insurance claims filed for outside services are the sole responsibility of the student.

Statement on Harassment & Discrimination

Liberty University is committed to providing students and employees with an environment free of harassment. Any student or student group who commits acts of harassment or discrimination based upon race, ethnicity, sex, or disability, on or off campus, violates the Student Honor Code. Any act of harassment (i.e., physical, psychological, verbal or sexual) that is threatening is also considered a serious violation of the Student Honor Code and will not be tolerated.

Sexual Harassment and Interpersonal Violence

Liberty University complies with Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits unlawful discrimination on the basis of sex in the university's programs and activities. Liberty University does not unlawfully discriminate on the basis of sex in any of its education or employment programs and activities, nor does Liberty University tolerate sex discrimination or sexual harassment. The university prohibits sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation (collectively, "Prohibited Conduct"), which are harmful to the well-being of the university community and its members, the learning and working environment, and collegial

relationships amongst students, faculty, and employees. The university will respond to reports of sex discrimination and sexual harassment with measures designed to eliminate such misconduct, prevent its recurrence, and remedy any adverse effects of the misconduct on individuals, members of the campus community, and university-related programs and activities. All members of the university community are encouraged to review Liberty University's [Sexual Harassment and Interpersonal Violence Policy](#), which is incorporated into this Student Honor Code, and other applicable university conduct codes, by reference.

Liberty University has multiple resources, some of which are confidential, and options are available to individuals who have experienced Prohibited Conduct. In order to encourage complainants and cooperating witnesses to make reports of Prohibited Conduct under the university's [Sexual Harassment and Interpersonal Violence Policy](#), the university will not pursue disciplinary action against complainants or cooperating witnesses for voluntary disclosure of personal consumption of alcohol or other drugs (underage or illegal) or immorality (e.g., premarital sex) when the disclosure is made in connection with a good faith report or investigation of Prohibited Conduct and when the personal consumption or immorality did not place the health or safety of another person at risk.

Liberty University faculty and staff are required to report all instances or suspicions of Prohibited Conduct. Certain Liberty University employees are designated as Confidential Resources. Confidential Resources include employees of the University's [Student Counseling Services](#) and [Student Health Center](#) (operated by CVFP Medical Group). Reports of Prohibited Conduct that are shared with Confidential Resources who are acting within the scope of their employment will remain confidential. All other university employees are Responsible Employees who must report Prohibited Conduct to the university's [Title IX Office](#). Regardless, the university will respect the privacy of all such reports and individuals involved.

Reporting and Process

Any student who believes that he or she has been the subject of Prohibited Conduct in any form should immediately report the incident to Liberty University's [Title IX Office](#) and/or to Liberty University [Police Department](#) (LUPD). Any student who observes or becomes aware of any Prohibited Conduct in any form is strongly encouraged to report the information to the [Title IX Office](#) and/or to LUPD. Any faculty or staff member who observes or becomes aware of any Prohibited Conduct in any form is required to immediately report the information to the [Title IX Office](#) and/or to LUPD using any of the contact information indicated below. Students who would like assistance in contacting local authorities may request such help from campus authorities.

Liberty University strongly encourages that all forms of Prohibited Conduct be reported. To report an incident of Prohibited Conduct under Title IX, any student, faculty, or staff member may contact the [Title IX Office](#) as follows:

- Visit the [Title IX Office](#) in Green Hall, Room 1837
- Call the [Title IX Office](#) at (434) 592-4999
- Text 4999 to the [Title IX Office](#) at 24502 (reply text will give instructions)
- Email the [Title IX Office](#) at TitleIX@liberty.edu
- Utilize the university [SpeakUP!](#) report process

If a student, faculty or staff member is not sure whether an incident qualifies as a violation of the [Sexual Harassment and Interpersonal Violence Policy](#) one of the Title IX coordinators listed below may be contacted:

Dr. Cat Riley
Director of Title IX
University Title IX Office
(434) 592-4999
titleix@liberty.edu

Dr. Linda Mintle
Deputy Title IX Coordinator
School of Osteopathic Medicine
(434) 592-7386
lsmintle@liberty.edu

Russell Monroe
Deputy Title IX Coordinator
Graduate & Online Community Life
(434) 592-6488
onlinecommunitylife@liberty.edu

David Miller
Deputy Title IX Coordinator
School of Law
(434) 592-3396
damiller1@liberty.edu

Steve Foster
Deputy Title IX Coordinator
Human Resources
(434) 592-3345
smfoster@liberty.edu

Additionally, any student, faculty, or staff may contact the [Liberty University Police Department](#) or local police department for emergencies, questions, or concerns regarding an incident of sexual harassment, discrimination, or assault.

- LUPD Emergency (434) 592-3911
- LUPD Non-emergency (434) 592-7641

For confidential reporting options, please contact:

- [Student Counseling Services](#) - 434-582-2651 (studentcounselingservices@liberty.edu)
- [Sexual Assault Response Program \(SARP\)](#) - 434-947-7273
- [Student Health & Wellness Services](#) - 434-200-6370

For more information about Liberty University's [Title IX Office](#) and Title IX-related policies, including the university's Sexual Harassment and Interpersonal Violence Policy, visit www.liberty.edu/studentaffairs/titleix/ or contact Liberty University's Executive Director of Title IX:

Dr. Cat Riley
Executive Director of Title IX
Liberty University Title IX Office
Green Hall, Room 1837
Lynchburg, VA 24515
(434) 592-4999
titleix@liberty.edu

Additional Related Resources:

- [Steps to Report Sexual Assault](#)
- [Campus Alert System](#)
- [Student Counseling Services](#)
- [Speak UP](#)
- [Student Counseling Services Sexual Assault Awareness Assistance](#)
- [U.S. Department of Justice Sexual Assault Assistance and Information](#)
- [RAINN \(Rape, Abuse, and Incest National Network\)](#)
- [Not Alone: Together Against Sexual Assault](#)
- [Campus Safety and Security](#)
- [Sexual Assault Awareness](#)

Statement on Race Discrimination and Racial Harassment

Liberty University insists that all members of the university community are entitled to and shall be afforded an environment free of racism, whether overt or subtle. Therefore, the university will not tolerate race discrimination or racial harassment of any kind, including ethnic discrimination and ethnic harassment.

Behavior that constitutes race discrimination and racial harassment is prohibited by Titles VI and VII of the 1964 Civil Rights Act and is a violation of the Student Honor Code. Such prohibited behavior includes, but is not limited to, using racial and ethnic slurs, coarse jesting with racial or ethnic overtones and any other communication resulting in disparagement or intimidation based on race or ethnicity.

Reporting Process

- Report any incident of race discrimination or racial harassment to the Office of Community Life or to the Center for Multicultural Enrichment.
- The Office of Community Life will review the race discrimination and racial harassment policy with the complainant.
- Complainant will be given an opportunity to complete and submit an official Statement for Record.
- The Office of Community Life will conduct follow-up meetings, as necessary, to respond appropriately to the complaint.

Consequences

Any Liberty University student who engages in race discrimination or racial harassment is subject to disciplinary action, up to and including administrative withdrawal. Furthermore, since the university takes such complaints seriously, when the results of an investigation reveal a complaint of race discrimination or racial harassment to be groundless or not made in good faith, the individual having made such a complaint may be subject to disciplinary action.

Dress Guidelines

While the university recognizes that opinions vary considerably regarding what constitutes appropriate dress, the university has established reasonable guidelines that online students are required to follow while on campus. Cleanliness, neatness, appropriateness, and modesty are the general guiding factors with regard to dress.

- **Class Dress.** When on campus for class, online students are expected to dress in a neat and professional manner and are to dress according to the guidelines set forth by faculty in their courses and programs.
- **Casual Dress.** Casual dress is acceptable any time class dress is not required. Casual dress consists of footwear and modest attire.

Entertainment Guidelines

Liberty University maintains a conservative standard in its approach to the arts and entertainment. Media and entertainment that is inconsistent with Liberty's standards and traditions (i.e., lewd lyrics, anti-Christian message, sexual content, nudity, pornography, etc.) are not permitted on or off campus.

Statement on Sexuality and Relationships

Sexual relations outside of a biblically ordained marriage between a natural-born man and a natural-born woman are not permissible at Liberty University. In personal relationships, students are encouraged to know and abide by common-sense guidelines to avoid the appearance of impropriety. Activities inconsistent with these standards and guidelines are violations of the Student Honor Code.

Statement on Personal and Community Respect

Respectful attitudes and behaviors should be afforded to all members of the university community, including respect through proper acknowledgement of personal and professional positions. Failure to do so is a violation of the Student Honor Code. Students are asked to observe academic courtesy with regard to all titles (Dr., Dean, Mr., Mrs., or Miss). Students should not use first names when speaking to or about Liberty faculty or employees. Students are expected to exercise proper decorum in the classroom and respect for university property.

Liberty University believes in the inherent value and dignity of all men and women as God has created them. We are committed to treating everyone who visits our campus, whether for athletic competitions or some other purpose, with respect, and actively encourage all members of the university community to love others as Christ loves them. Proper respect should also be shown from one student to another at all times. Derogatory comments of a sexual, religious, or racial nature will not be tolerated. Students are expected to treat all members of the university community and guests in a spirit of Christian love, mutual respect, and individual dignity.

Participation in bullying and hazing is prohibited. Bullying is the unwelcome, aggressive and repeated use of intimidation to force a more vulnerable person to do what the bully desires or to harm a more vulnerable person. Bullying includes oral or written derogatory name calling, taunting, and threatening harm; social actions of spreading false rumors to damage a reputation, and causing extreme embarrassment; and physical actions of hitting, kicking, spitting, tripping, pushing down, rude hand gestures, and injuring or taking another's property. Hazing is any act committed that humiliates, intimidates, demeans, or endangers the health and safety of another person, regardless of the other person's willingness to participate, and includes active and passive participation in such activities.

Obstruction is a violation of the Student Honor Code. Behavior is considered obstructive when a student threatens or engages in other acts of retaliation against another person who acted in good faith (honestly and with the intention of being fair) in reporting Student Honor Code violations, even if reported mistakenly. Any report of alleged misconduct made in bad faith (knowingly making false reports or inventing allegations) is also a violation of the Student Honor Code.

This policy also prohibits complicity. Complicity is any act that knowingly aids, facilitates, promotes, or encourages the commission of a student conduct violation by another student.

Living as part of the university community is a privilege. All members of the university community are expected to respect the rights of and give proper deference to others. Conduct inconsistent with Liberty's mission or purpose, that compromises the testimony or reputation of the university, or disrupts Liberty's Christian living and educational environment is a violation of the Student Honor Code.

Purpose of Disciplinary Procedures

Liberty University's disciplinary procedures are designed to maintain an environment that supports the spiritual development and academic success of its students. They are intended to be redemptive, restorative, and are carried out with love and grace.

Restorative Practices

Restorative Practices refers to the multifaceted approach to conflict or disciplinary issues, which promotes holistic and healing processes that encourage students to live peaceably in community with one another. Restorative Practices include all those impacted by the behavior (responsible parties, harmed parties, and community members), and focus on repairing the damage, as well as preventing future harms. Restorative Practices is comprised of a spectrum of services, including Conflict Coaching, Mediation, and Restorative Conferences, and are facilitated through the Office of Community Life.

- Conflict Coaching is a means through which students experiencing conflict in the residence halls can use student leadership as a resource for support in addressing and resolving low-level conflicts and disputes.
- Mediation is a form of conflict resolution, which allows students to work through difficult situations or disagreements with the assistance of a trained facilitator, who serves as a neutral third party.
- Restorative Conferences are an alternative process of discipline for students that focus on helping students learn from mistakes and repair harm caused to others by the violations committed. Restorative Conferences involve a number of individuals, in addition to responsible parties, including victims and community members, who work collaboratively to find effective ways to repair harms, restore trust, and prevent further violations from occurring.

Participation in Restorative Practices is voluntary, and either party can request to end participation in Restorative Practices at any time. Participation in Restorative Conferences involves signing a waiver to the standard Disciplinary Resolution processes and sanctions.

NOTE: Reports of sexual assault cannot be addressed through Restorative Practices.

Vacations and Breaks

Major Liberty University regulations and policies are in effect at all times a student is enrolled. All online students are expected to abide by the guidelines and standards of conduct outlined in the Student Honor Code until the student graduates, or the student is dismissed from the university.

Investigations and Disciplinary Proceedings (General Conduct – Non-Academic)

What is the evidentiary standard?

All student conduct proceedings, including appeals, are decided by using a preponderance of the evidence standard (the greater weight of the evidence; what is more likely than not) based upon available information and evidence.

What is a campus restriction?

In the event that a student under investigation for a Student Honor Code violation is deemed to pose a potential risk to the campus community, the student under investigation may be restricted from living on campus, attending class, and/or being present on campus. If a student is required to move off campus, the student may be responsible for the cost of off-campus housing.

What happens if a student is charged with a violation?

Any student who is reported for violations of the Student Honor Code will be contacted by the appropriate Office of Community Life Associate Director (AD). The AD will give the student notice of the alleged violation(s), and the student will be given an opportunity to respond to the allegation(s). The AD, and possibly other Student Affairs staff members, will conduct an investigation into the alleged violation(s). If the student is determined to be responsible for violating the Student Honor Code, the process is as follows:

- The AD will schedule communicate with the student to notify the student of the outcome of the investigation, the applicable sanction(s), and the appeal process.
- Depending upon the level of the alleged violation, either the AD or Conduct Review Committee (CRC) will consider the facts and relevant information and make a determination as to whether the student violated the Student Honor Code.

If it is determined that a violation occurred, the AD or CRC will determine the appropriate sanctions. The determination of sanctions may include consideration of a student’s disciplinary record. Once a decision has been reached by the AD or CRC, the student will be notified of the outcome, the sanction(s) (if any), and appeal process.

NOTE: During the investigative process, the student should continue participating in classes, unless instructed otherwise in writing by the Office of Community Life or the Title IX Office.

What happens if the Conduct Review Committee issues a sanction of Administrative Withdrawal?

If the Conduct Review Committee (CRC) issues a sanction of administrative withdrawal, an Associate Director for Community Life will communicate the decision of Administrative Withdrawal directly to the student. The student has 48 hours after receiving notification of a decision of administrative withdrawal to appeal, in accordance with the instructions for appeal.

What happens if a student accepts the determination of the Conduct Review Committee (CRC)?

If the student waives the right to appeal the CRC’s determination of responsibility and sanction(s), the student will be asked to sign a “Waiver of Appeal” and will then follow the procedures required to process the sanction(s). The student may also choose to accept the determination, but appeal the sanction(s). If the student has been issued a sanction of Administrative Withdrawal, the student typically will have 48 hours from signing the waiver to leave the university.

What happens if a student appeals the determination of the Conduct Review Committee (CRC)?

The student must notify the Community Life Associate Director within 48 hours after receiving notification of the CRC’s determination of intent to appeal. **Failure to meet the 48-hour deadline to submit an appeal will result in the determination and sanction(s) becoming final.** In the event an appeal is made to a Judicial Review Board (JRB) near the end of a semester, the Senior Vice President for Student Affairs (SVPSA) has the right to determine the appeal in place of a JRB.

NOTE: During the appeal process, the student should continue participating in classes. Depending upon the nature of the violation and other circumstances, the SVPSA or designee has the option of imposing a temporary suspension from classes and/or removal from campus while the appeal is pending.

Once a sanction of administrative withdrawal has been imposed, the student will not be permitted to participate in classes or visit the campus until student status has been reinstated. Reapplication is subject to administrative review after being absent from the university for the shorter of one semester or six months. In the case of an Administrative Withdrawal for the commission of a felony criminal offense, readmission will be considered after being absent from the university for the shorter of a minimum of two semesters or one calendar year. Readmission is also subject to administrative review and approval and is not guaranteed.

Appeals of Violations (General Conduct – Non-Academic)

Students have an opportunity to appeal the outcome of an investigation by an AD or CRC proceeding. Appeals resulting in a sanction less than Administrative Withdrawal or Non-Return are made to Student Appeals Court. Appeals resulting

in a sanction of Administrative Withdrawal or Non-Return may be appealed to a Judicial Review Board (JRB). To make a valid appeal, students who wish to appeal must comply with all instructions from the university. A summary of those instructions is as follows:

- All applicable deadlines for the appeal must be observed with days counted as calendar days, not business days or school days.
- The appeal should clearly state in writing at least one of the following three grounds for appeal:
 - Reason(s) the student believes that he or she did not violate the Student Honor Code
 - Reason(s) the student believes the findings or sanction(s) imposed were inappropriate
 - Which sanction(s) the student believes would be appropriate
- On appeal, the Student Appeals Court or Judicial Review Board (JRB) will consider all information and evidence submitted in connection with the appeal, as well as all information and evidence available to it.
- The outcome of an appeal is final, and no further appeal is available.
- The parties of the appeal will be notified in writing of the outcome of an appeal and the university will update the parties' education records, as necessary, to reflect the outcome.

***NOTE:** A decision of "no violation" will be considered final and cannot be appealed by a complainant or any Liberty University employee. However, Title IX cases may be appealed by either a complainant or a respondent pursuant to the university's Sexual Harassment and Interpersonal Violence Policy.*

Judicial Review Board

The Judicial Review Board (JRB) will be comprised of three faculty members approved by the Provost and two students who represent the Student Government Association approved by the Senior Vice President for Student Affairs (SVPSA). The SVPSA or designee will chair the JRB. The chairperson is a non-voting member of the JRB. The Office of Community Life will provide the JRB with a summary of the incident, along with a background report on the student's behavioral record and will present the facts revealed through its investigation to the JRB. The JRB may examine the circumstances and details of the incident and the JRB may also, but is not required to, hear testimony, review evidence, and call any witnesses deemed necessary. An online student may elect to submit reasons for appeal in writing or appear before the JRB or by electronic means.

The JRB will determine whether there was sufficient evidence to constitute a violation of the Student Honor Code and whether the imposed discipline is fair and consistent with stated policies. The JRB's decision is determined by majority vote and the JRB will vote to either uphold or overturn the prior decisions.

In the case of an overturn, the JRB may request that the SVPSA approve its recommendation of alternative discipline, which may be more or less severe. The SVPSA will make the final determination for any alternative discipline. If the JRB decides to uphold the administrative withdrawal decision, the JRB may also recommend additional requirements for return and/or that consideration be given for early return. The appeal to the JRB is the last step in the appeal process and the JRB's decision is final. In cases where the JRB recommends alternative discipline, the SVPSA's subsequent decision is final.

NOTES:

Appeals involving alleged violations of the Sexual Harassment and Interpersonal Violence Policy are governed by the university's Sexual Harassment and Interpersonal Violence Policy and involve a Title IX Appeal Board (TAB) composed solely of three faculty members.

Sanctions

When a student or student group is ultimately found responsible for violating the Student Honor Code, the Associate Dean of Students, the Dean of Students, the Student Appeals Court, the Conduct Review Committee (CRC) or the Judicial Review Board (JRB) (each hereinafter referred to as a “sanctioning body”) may impose one or more sanctions. Sanctions may include any of the sanctions that are listed below, as well as any sanctions that are set forth in other applicable university policies or conduct codes. When an appeal is made, sanctions imposed will be stayed pending final resolution of the matter but any remedial measures may remain in effect.

Sanctions may include educational, restorative, rehabilitative, and punitive components. Some violations, however, are so egregious in nature, harmful to the individuals involved, or deleterious to the educational process that a severe sanction, such as Non-Return or Administrative Withdrawal, is required. When a violation is determined to be motivated by a legally protected class (including race, religion, gender, disability, and national origin), the number and/or severity of the sanctions may increase.

The sanctioning body may request additional information from the respondent, which may be a student or a student group, and anyone who can provide information relevant to its determination of an appropriate sanction. In determining an appropriate sanction, the sanctioning body will consider the following factors:

- the nature and level of violence of the conduct at issue;
- the impact of the conduct on those injured or damaged, and other individuals;
- the impact or implications of the conduct on the community or the university;
- whether the conduct was motivated by another person’s membership in a legally protected class;
- prior misconduct by the respondent, including the respondent’s relevant prior discipline history, both at the university and elsewhere (if available), including criminal convictions;
- whether the respondent has accepted responsibility for the conduct;
- whether the respondent cooperated with the university’s investigation;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the university community and property; and
- any other mitigating, aggravating, or compelling circumstances useful in reaching a just and appropriate resolution in each matter.

Sanctions may be imposed individually or in combination with other sanctions. For determinations of responsibility for violations of the Student Honor Code, the following sanctions may be imposed:

- **Loss of Funding**
 - The university may withhold funding for a definite or indefinite period of time (for student groups only)
- **Deactivation**
 - Loss of all rights and privileges, including university recognition, for a definite or indefinite period of time (for student groups only)
- **Warning**
 - A formal admonition, which appears in the student's disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law
- **Written Apology**
 - Submission of a written apology for the violation and the harm caused to other persons, groups, and entities
 - The written apology will be submitted through the university, rather than directly to the recipient(s)

- **Community Service**
 - Community service work for a church or other non-profit organization for a prescribed number of hours
- **Educational Assignments and Programs**
 - Required participation in educational programs, or the completion and submission of educational assignments (e.g., essays)
- **Failing Grade**
 - A failing grade for an individual assignment or in a class as a result of academic misconduct (for students only)
- **Fines**
 - Penalty monetary fees payable to the university
- **Restitution of Damages**
 - Penalty monetary fees payable to damaged persons, groups, and entities submitted through the university
- **Restriction of Access to Space, Resources, and Activities**
 - Restrictions placed on a student or student group's access to space and/or resources or on participation in activities
 - Student groups may also be restricted from certain rights and privileges, such as recruitment of new members
- **Removal or Reassignment of University Housing**
 - Removal from university housing or reassignment to a different location within university housing (for residential students only)
- **Recovery Program**
 - Required completion of a recovery program, such as a 12-Step Celebrate Recovery program or another similar program approved by the university
- **Disciplinary Probation**
 - A more serious admonition that may be assigned for a definite amount of time for the university to closely monitor a student's success following a record of violations
 - It may require the student to live on campus for the term of probation
 - One consequence of disciplinary probation is that any future policy violation, of whatever kind, during that time, may be grounds for non-return, non-return with conditions, or, in especially serious cases, administrative withdrawal from the university
 - Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction, even if the probationary period has expired
 - A student on disciplinary probation may not run for or hold an office in the Student Government Association until the student is no longer on probation
 - Disciplinary probation appears in a student's disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law
- **Non-Return**
 - Student status at the university may be terminated for a minimum specified period of time, during which the student may not enroll in any residential classes or intensives (even during a summer term) but, at the option of the sanctioning body, may or may not enroll in online classes The student is permitted to complete the current academic semester
 - Relevant information remains on the student's disciplinary record at the university and may be disclosed by Liberty University when the student consents in writing or as otherwise required or when permitted by law (for students only)
- **Non-Return with Conditions**
 - Student status at the university may be terminated for a minimum specified period of time, with the Non-Return to continue until certain conditions listed by the sanctioning body have been fulfilled. The student is permitted to complete the current academic semester

- During the specified period of time, the student may not enroll in any residential classes or intensives (even during a summer term) but, at the option of the sanctioning body, may or may not enroll in online classes
- These conditions may include, but are not limited to, restitution of damages, completion of a recovery program, community service, payment of a fine, and written apology(ies)
- Relevant information remains in the student’s disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law (for students only)
- **Transcript Notation**
 - In accordance with Virginia Code Section 23.1-900 and Section 6. E of Liberty’s Sexual Harassment and Interpersonal Violence Policy, Liberty University will make a prominent notation on the academic transcript of each student who has been administratively withdrawn for, has been non-returned for, or has withdrawn from the university while under investigation for, an offense involving sexual violence under this policy or the university’s Sexual Harassment and Interpersonal Violence Policy
 - The notation will be removed once the respondent is found not responsible or has otherwise been determined to be in good standing by the university
- **Administrative Withdrawal**
 - Student status at the university may be indefinitely and immediately terminated with a specified period before which the student may not apply for re-admission or enroll in classes
 - Re-admission may or may not be conditioned upon fulfilling certain conditions listed by the sanctioning body
 - These conditions may include, but are not limited to, restitution of damages, completion of a recovery program, community service, payment of a fine, and written apology(ies)
 - Relevant information remains in the student’s disciplinary record at the university and may be disclosed by the university when the student consents in writing or as otherwise required or when permitted by law (for students only)
- **Revocation or Withholding of Degree**
 - The university reserves the right to revoke or withhold the award of academic degrees
 - If the violation is found to have occurred before graduation and during the time the student has applied to, or was enrolled at the university, but a complaint was not filed prior to graduation, the degree may be revoked. If the violation occurred prior to a student graduating and is under investigation, the university may postpone the awarding of a degree pending the outcome of the investigation and imposition of appropriate disciplinary sanctions (for students only)
- **Other Sanctions**
 - Any other sanction not listed above, as determined appropriate under the circumstances

Sanctions will be imposed immediately, except in the case of separation from the university pursuant to a Non-Return sanction. In matters adjudicated prior to the last day of classes, if the final sanction is separation from the university (i.e., Non-Return, Non-Return with conditions, or Administrative Withdrawal), the granting of credit for the semester and/or the awarding of a degree will be at the discretion of the university. The imposition of sanctions by the JRB is final and is not subject to further review.

Reapplication and Readmission

A student who has received a sanction of Non-Return, Non-Return with conditions, or Administrative Withdrawal may contact the [Office of Admissions](#) to begin the reapplication process. Before a return will be considered, admissions will request that the student provide a thorough account of the actions that led to the student’s dismissal from the university and the student’s strategy for successful continuance at the university. Additionally, a letter of recommendation from a

pastor, counselor, or civic leader, along with a letter of recommendation from the student's parent(s) or legal guardian(s) (if the student is less than 21 year of age), should be submitted. Readmission to the university will be subject to any stipulations made by the Dean of Students in consultation with the [Office of Community Life](#). Reapplication does not guarantee readmission. If readmission is granted, the [Office of Admissions](#) will contact the student with its decision.

Complaint Reporting

All complaints regarding the Student Honor Code may be emailed to the [Dean of Students Office](#) at deanofstudents@liberty.edu or submitted via [Beacon](#). The complainant will be encouraged to complete an official "Statement of Record" detailing the information relevant to his or her complaint in the [Dean of Students Office](#). The Dean of Students, the Senior Vice President for Student Affairs, and/or a designated representative will review the complaint.

SELF-REPORTING

Students are encouraged to self-report when they have knowingly committed a violation of the Student Honor Code. When self-reports are received, the university will provide discreet counsel and support to the student. This policy is intended for students seeking to acknowledge and self-correct their wrongdoing.

An online student has the option of self-reporting a violation of the Student Honor Code to the [Office of Community Life](#) within one week of an offense. If an investigation has begun or if there is already prior knowledge of the incident, it may not be considered a self-report. The [Office of Community Life](#) will work with the student in implementing the necessary boundaries and accountability measures to foster an environment for growth. Students may only self-report the same behavior once per semester without sanctions.

The Liberty University community promotes chastity for its unwed students; however, women who become pregnant and men whose sex acts result in conception are included in this self-report policy. The [LU Shepherd Office](#) or [Student Counseling Services](#) is available to assist students through this process.

***NOTE:** Violations of the law (felony and serious misdemeanor offenses) may carry sanctions up to and including administrative withdrawal, even when there is a self-report. Moreover, there is a similar but different self-reporting policy in the university's Sexual Harassment and Interpersonal Violence Policy that applies to complainants and witnesses who make reports, or who cooperate with investigations and/or disciplinary proceedings, for offenses involving sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation.*

CONVOCATION

[Convocation](#) is an assembly of the university community and its purpose is to develop campus unity, disseminate information, and challenge students spiritually, socially, morally, civically and intellectually. Convocation provides forums for the social and political issues of the day, as well as educational topics of diverse interest for the benefit of students, faculty, and staff. Guest speakers and performers from the world of business, politics, education, religion, athletics, entertainment and the sciences also help to make Convocation a refreshing and challenging time. Online students are invited, but not required, to attend Convocation via live stream.

COMMUNICATION

Liberty student e-mail accounts are the official means of communication for the Liberty University community, and students are expected to check their e-mail account on a daily basis. The university is not responsible for information that students do not receive as a result of not checking their e-mail account regularly. Students are also expected to visit the Liberty University [Splash Page](#) regularly for official announcements and information.

STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements pertaining to the privacy of a student's education records. FERPA governs the *release* of such education records maintained by an educational institution, such as Liberty University, as well as the *access* to those education records. For detailed information on FERPA, visit the webpage for Liberty University's [Registrar's Office](#).

Students may inspect and review their education records, including disciplinary records, by submitting a written request to the [Office of Community Life](#). The university will comply with this request within 45 days of receiving the request. When an education record contains information pertaining to other students, the student may inspect and review only the information pertaining to the student requesting the information and the information pertaining to other students will be redacted.