

Unofficial Withdrawals

Policy Information

Issuing Office

Registrar's Office

Affected Parties

Students

Policy Language

The U.S. Department of Education requires that every university monitor the attendance of their students. Liberty University uses the following definitions in determining student attendance:

Resident: Physically attending a class where there is an opportunity for direct interaction between the instructor and students, submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Online: Any required submission to Blackboard within the enrollment dates of the course (such as examinations, written papers or projects, any discussion board posts, etc.), any required submission outside of Blackboard within the enrollment dates of the course (MyLabsPlus, MyITLab, Late Nite Labs, Connect, Rosetta Stone, etc.), or initiating any communication with the professor regarding an academic subject. *This definition is based upon the delivery format of the course and not the student's enrollment status (online versus on-campus).

Policy Rationale

To ensure compliance with the Department of Education in regard to attendance tracking and reporting, and to ensure that the policies regarding attendance and grades of ?FN? are clearly outlined.

Definition of Glossary Terms

None specified

Procedural Information

Procedures

Students who begin a course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of ?FN? (Failure for Non-Attendance), dated to the student's last date of attendance (based on the definition provided above). A grade of ?FN? will be assigned when a student stops attending and/or participating in a class for a period of 21 consecutive days or longer. "FN" indicates that the student ceased attendance and failed to complete the course objectives. The student alone assumes responsibility for course work missed from non-attendance. If a student receives all FN's in a term, he /she is subject to the Unofficial Withdrawal procedure that includes the reduction and/or return of all Financial Aid. Students are fully responsible for all resulting charges on their student account. To review the entire Financial Aid Withdrawal policy, go to <http://www.liberty.edu/fapolicies>.

Sanctions

None specified

Exceptions

None