

## 3.2.1.0 Enrollment Levels and Types Policy

### Policy Information

#### Issuing Office

Financial Aid

#### Affected Parties

Students

#### Policy Language

##### Enrollment in Undergraduate and Graduate Courses During the Same Term:

Some students mix undergraduate and graduate courses together in one term. It is important to understand that only the courses in your **current** degree program will count towards federal aid eligibility - including federal loans.

EXAMPLE: An undergraduate student enrolls for 9 credit hours of undergraduate courses and 3 credit hours of a graduate course in one term. This student is eligible for federal aid. However, this student may be surprised that they are not eligible as a full-time student. Only the 9 undergraduate credit hours apply to their current degree program. In this case, they will also not be eligible for Liberty institutional aid.

Exception: If a graduate student is required to take an undergraduate level prerequisite course in order to complete a graduate course, the prerequisite course will count in determining aid eligibility. ?

##### Availability of General Equivalency Diploma (GED) Classes and Testing

Students looking to obtain a GED should review testing sites and availability at this [link](#).

<http://www.doe.virginia.gov/instruction/adulted/ged/>

##### Enrollment Levels

To reach certain levels of enrollment, students must be attending a minimum number of credit hours per semester.

### Procedural Information

#### Procedures

Each policy and guideline is managed through reporting and internal system checks through Banner.

#### Sanctions

Factors which could lead to a recalculation of financial aid and ultimately lead to a change, reduction, or elimination of federal, state, institutional and/or any other types of financial aid eligibility:

Enrollment Levels ? Credit Hours per Semester		Less than Half Time	? Time	? Time	Full-Time
	<b>Will m ing ton Scho ol of Bible (LBI) and Unde rgra duate</b>	<b>1-5</b>	<b>6-8</b>	<b>9-11</b>	<b>=&gt;12</b>
	Cert. , Th. G., A.A., B.A., B. M., B.S., B.S. N				
Grad uate	<b>Mast ers</b>	<b>1-5</b>	<b>6*</b>	<b>7-8</b>	<b>=&gt;9</b>
	J.M., L.L. M., M. A., M.A. B.S., M.A. C. M., M.A. G. S., M.A. P.P., M.A.				

- Not attending, dropping, or withdrawing from courses and/or sub-terms you are registered to attend
- Completely withdrawing from the University
- Failing to properly withdraw from the University
- Enrolling in courses that do not apply to your degree completion plan
- Failing to maintain Financial Aid satisfactory academic progress
- Providing incomplete or inaccurate information during the application process
- Receiving additional sources of aid (such as outside grants or private loans)
- Receiving aid above the amount of tuition (which may lower Liberty University scholarships)
- Changing enrollment level (some scholarships require full-time enrollment; Federal Direct Student and PLUS loans require half-time enrollment)
- Changing grade level or academic programs (For example, some majors are not eligible for the Virginia Tuition Assistance Grant)
- Changing between Resident and Liberty University Online student status, and vice versa
- Defaulting on a student loan or having an unresolved federal grant overpayment
- Providing false or misleading information
- Receiving federal aid for the same academic year at another institution
- Repeating a course for which you already received a passing grade more than once
- Awards that cover the majority of direct costs (i.e. DGIA, Continuing Education, Private School Affiliation Scholarships, etc.) do not allow for stacking with other Liberty University aid sources such as the Liberty Champion Award or Liberty Book Dollars.

## Exceptions

Exceptions and Further considerations:

P.S.,  
M.A.  
R.,  
M.A.  
T.,  
M.A.  
T.S.,  
M.B.  
A.,  
M.  
Div.,  
M.  
Ed.,  
M.F.  
A.,  
M.P.  
A.,  
M.P.  
H.,  
M.R.  
E.,  
M.S.  
H.I.,  
M.S.  
I.S.,  
M.S.  
I.T.,  
M.  
S.,  
M.S.  
N,  
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L,  
Th.  
M.

- Federal Pell Grants are excluded from the GSR calculation for resident students only.??If all other grants and scholarships equal the total charges for tuition and fees, Federal Pell Grants may be refundable.
- If total federal and state grants exceed tuition and fee charges for a Liberty University Online Student, Continuing Education will be reduced or eliminated from the student?s aid package. Similarly, DGIA will be reduced or eliminated if the total federal and state grants exceed the student's semester tuition charge. DGIA recipients are responsible for paying all fees each semester.
- Continuing Education and Dependent Grant in Aid not available to students who have an unresolved defaulted loan in their loan history.
- Continuing Education and Dependent Grant in Aid recipients must adhere to the Financial Aid Satisfactory Academic Progress policy.
- Employees may only take up to 18 credit hours per academic year. The Continuing Education and Dependent Grant in Aid benefits will only cover the minimum number of hours required to complete the applicable degree

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D.B. A., D. Min., Ed. D., Ed. S., D.N. P., D. S.L., D.W. S., Ph. D., J. D., COM D.O.				

\*Note: For Veterans Benefits (such as the GI Bill) levels: Please see the VA Training Times & Pay Rates on the Military Affairs web pages.

<https://www.liberty.edu/military/gi-bill/pay-rates-training-times/>

<https://www.liberty.edu/military/>

GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>

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### Continuing Education Policy

Continuing Education may be combined with federal, state and other institutional aid. This combination may not exceed the student's total charges for tuition and fees.

Liberty University Continuing Education and Dependent Grant in Aid educational benefits are not eligible for use for the following programs: Doctor of Osteopathy, School of Law, degree programs offered by the School of Law or JURI courses, A.A. or B.S. in Paralegal Studies, M.B.A.: American Legal Studies, M.B.A.: International Legal Studies, and undergraduate or graduate certificate programs.

## Policy Rationale

This policy is in place to ensure proper awarding and distribution of federal, state, and institutional aid.

## Definition of Glossary Terms

**Title IV:** The portion of the Higher Education Act (see HEA) that includes most of the federal financial aid programs.

**Financial Aid Satisfactory Academic Progress:** Students must meet Financial Aid Satisfactory Academic Progress (SAP) requirements to receive federal Title IV aid that includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study, Federal TEACH Grant, and Federal Direct Education Loans (Stafford, Parent PLUS, and Grad PLUS). Liberty University also applies the SAP requirements to monitor eligibility for all institutional aid. The Virginia Commonwealth programs are administered under the guidelines from the State Council of Higher Education for Virginia (SCHEV).

**Half-time:** A student who is carrying an academic workload that is considered at least one-half the workload of a full-time student (as determined by the school).