

Student Records

The University requires all students to attend and show progress in their classes. Faculty members monitor student attendance weekly to ensure students attend. If a student ceases attendance for a period of 21-days or more, the student will be unofficially withdrawn from their courses and a recalculation of their loans may occur. Liberty University uses the following definitions to verify 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: Submission of an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event) or communication with the professor regarding academic content or an assignment.

Based upon these definitions, we utilize and store data regarding student attendance from our Learning Management System, Blackboard as well as email communication from faculty members. All grades are housed within our Student Management System, Banner.

All attendance information, which includes student progress, is housed within a database in our Student Management System and is available for review via two Blackboard Building Blocks entitled 'Activity Tool' and 'Activity Tool 2' (the tools are differentiated to account for the adjusted policy and is used based upon the year of the class that needs to be reviewed). Grades earned are housed within our Student Management System, Banner. These records are housed indefinitely.

In accordance with the regulations set forth by Virginia Administrative code, 8 VAC 40-31-140 (E) (5) Liberty University has entered into a Record Retention Agreement with Liberty Christian Academy to preserve students' transcripts in the event of a school closure or revocation of certification in Virginia.