



LIBERTY
UNIVERSITY
SCHOOL OF HEALTH
SCIENCES

Department of Allied Health Professions

Exercise Science (B.S.)

Program Handbook

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INTRODUCTION

The goal of the Exercise Science Program (ESP) at Liberty University is to produce exercise science professionals who desire to serve Christ in the areas of sport, fitness, wellness, and health care. The information in this handbook serves as an architectural plan for the ESP and is to be reviewed regularly and followed by each student in the Exercise Science major.

Your education in the ESP will involve classroom, laboratory, practicum, and internship experiences. You will gain hands-on experience in laboratory classes held in our Human Performance Lab, Biomechanics & Motion Analysis Lab, Functional Assessment Labs, Athletic Training Teaching Lab, Standardized Patient Assessment Labs. In addition, you will have the opportunity to apply the knowledge and skills you have gained while performing an internship during your senior year.

Liberty University's ESP is accredited through the Commission on Accreditation of Allied Health Education Programs/Committee on the Accreditation for the Exercise Sciences (CAAHEP/CoAES). This helps to ensure your program meets rigorous standards for curriculum currency and outside quality assurance. Your accredited ESP also provides you with the ability to sit for certification exams and enhances your ability to obtain future employment and graduate school acceptance. We have provided you with a curriculum that is foundational to your future health or fitness-related career. Students in our program not only graduate with a Bachelor's degree, but also have the built-in opportunity to become a Certified Exercise Physiologist and/or a Certified Strength and Conditioning Specialist.

You should also be excited about one of your greatest assets at Liberty University--your professors. The professors in the ESP have many years of experience in a wide range of exercise science and/or health care fields. They are here to mentor, guide, and support you throughout your academic journey to help you achieve your goals.

The purpose of this handbook is to inform and guide students throughout their Exercise Science degree. It includes policies and procedures associated with the ESP, as well as helpful information for career preparation. Students are expected to refer to this handbook regularly to assist them in understanding their responsibilities in the program.

Welcome to the Exercise Science Program at Liberty University. We are delighted that you have made the decision to major in Exercise Science and we look forward to your partnership in striving for academic excellence and developing strong professional relationships.

MISSION & VISION STATEMENTS

LIBERTY UNIVERSITY MISSION STATEMENT

To develop Christ-centered men and women with the values, knowledge, and skills essential for impacting tomorrow's world. With a unique heritage and an ever-expanding influence, Liberty remains steadfast in its commitment of *Training Champions for Christ*.

SCHOOL OF HEALTH SCIENCES MISSION and OBJECTIVES

Liberty University's School of Health Sciences (SHS) strives to provide a world-class academic experience through an engaging, diverse, and innovative Christian environment steeped in a Biblical worldview. Through an exceptional educational experience, rigorous academic scholarship, and Christ-centered community, the SHS prepares graduates to become influential professionals in their respective fields. Through this holistic approach we endeavor to equip men and women to impact the world for Christ.

The School of Health Sciences will:

- deliver an exceptional Christ-centered undergraduate and graduate education
- equip students for successful careers or additional education within the Health Science fields
- provide opportunities for research and scholarship at the undergraduate and graduate levels.
- prepare students to engage in diverse cultures as they use their skills in serving the global community

ALLIED HEALTH PROFESSIONS DEPARTMENT MISSION STATEMENT

The Department of Allied Health Professions faculty members are committed to preparing students in three majors: Athletic Training, Exercise Science, and Health & Physical Education. Each major leads to a Bachelor of Science degree. Our objective is to encourage student growth in these disciplines from the Christian worldview in preparation for employment/graduate education as they pursue God's purpose for their lives.

PROGRAM ACCREDITATION

In addition SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) accreditation of Liberty University, the Undergraduate Exercise Science Program at Liberty University is accredited through the Commission on Accreditation of Allied Health Education Programs/Committee on the Accreditation for the Exercise Sciences (CAAHEP/CoAES). Liberty University's Undergraduate Exercise Science Program was awarded continuing accreditation by CAAHEP/CoAES on November 21, 2014. Reporting to CAAHEP/CoAES is performed annually. The next continuing accreditation review will occur in 2024.

STUDENT LEARNING OBJECTIVES

1. Demonstrate proficiency in basic knowledge of entry-level exercise science professionals.
2. The student will be able to communicate effectively in the area of exercise science.
3. The student will be able to plan, implement, and evaluate exercise science related programming.
4. The student will be able to evaluate research data and apply research techniques.
5. The student will be able to integrate the biblical worldview within the field of exercise science.

EXERCISE SCIENCE FACULTY

Department Chair: Dr. Eric Brubaker
Program Director: Dr. David Titcomb
Internship (EXSC 499) Coordinator: Dr. Justin Kilian
Practicum (EXSC 321) Coordinator: Mr. Jessi Glauser
Dr. Steve Eakin
Dr. David Horton
Dr. Jeff Lowes
Dr. Will Peveler
Ms. Allison Schaefer
Dr. Jim Schoffstall

View your faculty's bios here: <https://www.liberty.edu/health-sciences/allied-health-professions/faculty/>

Additional Department Faculty who Teach Undergraduate Exercise Science Degree Curriculum

Dr. Matt Gage (Director of Athletic Training)
Dr. Robert Bonser (Athletic Training)
Dr. Anne Park Braswell (Athletic Training)
Dr. John Coots (Athletic Training)
Dr. Kelly Lumpkin (Athletic Training)
Dr. Vance Pickard (Athletic Training)
Dr. Jon House (Physical Education & Health)
Dr. Monica Parson (Physical Education & Health)

PROGRAM ADMISSION REQUIREMENTS & GUIDELINES

Program Application Procedures

Acceptance to Liberty University and declaring a major as Exercise Science does not guarantee acceptance into the Exercise Science program. In order to take 400 level EXSC courses, students must gain entry into the program via the following process:

Provisional Status: Students interested in becoming part of the Exercise Science Program at Liberty University should complete the following courses: EXSC 101; BIOL 213 & 214; BIOL 215 & 216; and EXSC 310. Students may apply to the EXSC program while currently enrolled in EXSC 310.

Requirements for Full Acceptance

The student must meet the following criteria:

- Have completed BIOL 213, 214, 215, 216; EXSC 101, and EXSC 310 with a grade of 'C' or better. (Students may apply while currently enrolled in EXSC 310; Grades will be reviewed at the end of the semester, with final acceptance contingent upon the successful completion).
- Candidate must be in good academic standing with the University and have a cumulative GPA of **2.50** or higher.
- Must show proof of current Student Membership to the American College of Sports Medicine (ACSM). Cost is \$30. <https://www.acsm.org/membership/join/student>
- Must show proof of current CPR **and** First Aid certification (photo or PDF of card/certificate)
 - The certification must be maintained throughout the student's enrollment in the program.
 - Must include adult, child, and infant
 - Must have a 'hands-on' component with CPR mannequins
 - The FA/CPR curriculum must be from one of the following organizations
 - American Red Cross
 - American Heart Association
 - National Safety Council
- Completion of Online Application as discussed below

Process and Full Acceptance: Full acceptance into the Exercise Science program will be based upon the successful completion of all requirements during the provisional acceptance phase and selection by the Exercise Science admissions committee. **Application for acceptance can be made twice per year: by April 15th for fall acceptance Nov 15th for spring acceptance.** The application and all supporting materials must be submitted online following these procedures:

1. Sign the Student Confidentiality Agreement Form located in the appendix of this student handbook.
2. Create a file (either Word, PDF, or image file) of the following items:
 - a) signed confidentiality agreement form
 - b) copy of CPR certification card or certificate
 - c) copy of First Aid card or certificate
 - d) copy of email receipt for ACSM student membership

3. Next, go to the **Liberty University Exercise Science Program Application link** to submit these files: <https://apex.liberty.edu/apex/banprd/f?p=888>

Acceptance Notification

Students will be notified of acceptance or denial by email after the end of the semester that the student applies (after semester grades have been posted).

Program Retention Standards

Once admitted to the program, the student must demonstrate and maintain satisfactory academic progress as defined below:

- **Overall GPA:** Students will maintain a minimum cumulative GPA of 2.50. Students falling below a 2.50 GPA will be placed on probation for one semester. If, after one semester probation, the GPA remains below a 2.50 or falls below a 2.50 in any subsequent semester, the student will be dismissed from the program.
- **GPA in Major:** Students must achieve a “C” or better in all designated major courses (right side of the degree completion plan). A student, with permission of the Program Director, may repeat ONE major course in which the student failed to achieve the minimum grade of “C”. A second failure to receive a grade of “C” or better in any major course will result in dismissal from the program.
- **Course sequencing:** Students must complete each major course in an order which meets course pre-requisites unless approved by the Department Chair.
- **Codes of Conduct:** Satisfactory behavior must be demonstrated, per the University’s code of conduct as outlined in the *Liberty Way*.
- **Guidelines for appeal:** Students may appeal decisions concerning their status in the Exercise Science Program within 30 days of notification of their status in the program.

Appeals are accepted for review only on one or more of the following ground(s):

- When the student’s assigned status in the program does not comport with program admission and/or retention standards
- When the student’s assigned status in the program conflicts with written communication (e.g. email, announcements, etc.)
- When there is a calculation error for a program acceptance requirement or program retention standard, leading to an incorrect decision on the student’s program status.
- Appeals, other than those asserted on one or more of the ground(s) above, will not be reviewed. The student must provide written documentation that supports his/her specified ground(s) for appeal. Documentation may be in the form of email correspondence, graded assignments, proof of timely submission, etc. After submitting the appeal, if additional information is needed to process the appeal, the student will be notified via the complaint/appeal portal. If the student does not respond to the request for additional information, the appeal will be denied.

- **Appeal Procedures**

A student dissatisfied with his/her status in the program should first seek to resolve the situation with the Program Director. However, if the student wishes to appeal the decision under this Policy, the student must follow the process outlined below:

1. Within 30 days of the program status notification in question, the student may submit a written appeal that will be reviewed by the Chair of the Department of Allied Health Professions. The student should submit his/her appeal through the admissions appeal form found on the Beacon complaint/appeal portal (liberty.edu/beacon). The student must include the information required above, including the ground(s) for the appeal and documentation supporting the claimed ground(s). The Department Chair will have 7 days to review the appeal from the time of submission. When the review is complete, the student will be notified of the decision via his/her Liberty Webmail and the appeal portal.
2. If the student is dissatisfied with the Chair's decision and the student has additional support for his/her appeal, the student may re-appeal (second-level appeal) to the Associate Dean (or designated reviewer) of the School of Health Sciences after receiving the decision of the Department Chair. The student's written re-appeal and additional supporting documentation must be submitted within 7 days of the Chair's decision. The Associate Dean (or designated reviewer) will review the student's re-appeal, as well as any information provided by the Program Director. The Associate Dean will have 7 days to review the re-appeal from the time of submission. When the review is complete, the student will be notified of the re-appeal decision via his/her Liberty Webmail and the appeal portal.
3. If the student is dissatisfied with the second-level appeal decision and has additional support for his/her appeal, the student may re-appeal (third-level appeal) to the Dean of the School of Health Sciences (or designated reviewer) after receiving the decision of the Department Chair. This written re-appeal and supporting documentation must be submitted within 7 days of the Associate Dean's (or designated reviewer's) decision. The Dean will review the student's re-appeal, as well as any information provided by the Program Director. The Dean will have 7 days from the time of submission to review the re-appeal. When the review is complete, the student will be notified of the re-appeal decision via his/her Liberty Webmail and the appeal portal. The Dean's decision on a third level appeal is final.

Transfer Students

Students transferring to Liberty University who are interested in entering the Exercise Science Program must follow the same process and procedures for entering the Exercise Science Program as outlined in the above section, 'Program Application Procedures.' Additionally, students must take all 400 level courses residentially. Courses at the 400 level

cannot be transferred into the Exercise Science Program, unless transferring from another CAAHEP accredited Exercise Science Program.

STUDENT EXPENSES AND FEES

- American College of Sports Medicine (ACSM) student membership....\$30/yr.
- ACSM Certified Exercise Physiologist exam: Included in University Course Fee for EXSC 485.
 - Must use accredited program voucher code at time of registration. See Dr. Schoffstall for the voucher code.
 - This exam is taken Senior year prior to internship
- Optional: NSCA Certified Strength & Conditioning Specialist: Fee Included in University Course Fee for EXSC 486.
 - See Professor Kilian for registration information.
 - This exam is taken Senior year prior to internship
- CPR and First Aid Certification.....\$75-100
- Transportation costs associated with off-campus practicum, internship, and related expenses
- TB (PPD) skin test and proof of immunizations if required by practicum or internship site
- Medical examination and/or background check, if required by practicum or internship site

FIRST AID/CPR CERTIFICATION

First aid/CPR certification is available through CASAS at LU. Offered regularly throughout the semester. Sign up online with the following link: <https://www.liberty.edu/cpr>

Off campus option in Lynchburg: Nations Best CPR: <http://www.nationsbestcpr.com/>

Another option is to take HLTH 205 as an elective course. This residential course provides First Aid/CPR/AED certification. HLTH 205 is offered Fall, January, Spring, Summer.

EXERCISE SCIENCE PROGRAM CURRICULUM

Our exercise science program offers two specializations: Fitness Specialist and Therapeutic Science. A third specialization, Strength & Conditioning Specialist, transitioned to become its own Major beginning in fall 2023.

The **Fitness Specialist Cognate** is designed for students who are interested in working in future careers such as an Exercise Physiologist, Personal Trainer, Fitness/Wellness Center Manager, and Cardiopulmonary Rehabilitation Fitness Specialist. Fitness Specialist concentration additional unique courses incorporated into requirements for graduation such as: EXSC 315: Group Exercise Instruction, PHED 101 Physical Fitness, and a PHED activity course.

The **Therapeutic Science Concentration** is designed for students planning on attending graduate school for allied health care-related masters or doctoral degree programs after completing the Exercise Science undergraduate (Bachelors) degree.

The Therapeutic Science Concentration requires 20 credit hours of science courses. Students

can select these from the following list: General Biology, Microbiology, Chemistry, Organic Chemistry, and Physics. Students should select the appropriate general science courses which pertain to the pre-requisites to the graduate school(s) they will be applying to. Students should begin looking at graduate school pre-requisites during freshman and sophomore years to be prepared to apply to graduate school having taken the appropriate courses.

Therapeutic Science Concentration includes these additional courses:

- ATTR 330 Clinical Musculoskeletal Anatomy & Function
- ATTR 331 Clinical Musculoskeletal Anatomy Lab
- ATTR 335 Musculoskeletal Injury Assessment
- ATTR 336 Musculoskeletal Injury Assessment Lab
- ATTR 406 Corrective Exercises & Rehabilitation Theory
- ATTR 425 Healthcare Evidenced-Based Research Analysis
- MATH 201 Statistics

Strength & Conditioning Major (In fall 2023, the Exercise Science cognate of Strength & Conditioning Specialist transitioned to a new Major in the Department of Allied Health Professions). This major is designed for students who are interested in future careers such as a strength & conditioning coach, tactical strength and conditioning specialist, athletic development specialist, human performance specialist. It incorporates courses such as STRG 345 Applied Strength Training & Conditioning, STRG 440 Programming & Periodization for Strength & Conditioning, and STRG 401 Seminar in Strength & Conditioning. For more information about this major, contact the program director, Dr. Justin Kilian: jrkilian@liberty.edu

EXERCISE SCIENCE DEGREE COMPLETION PLANS AND COURSE SEQUENCING

See the following webpage and follow the instructions below for DCPs and course sequences. <https://www.liberty.edu/registrar/dcps/resident-undergraduate-dcps-2023-2024/>

At the top of the page, select the year that you declared your major as EXSC. [Note: If you are unsure what year you declared your major you can check this in ASIST. Students will remain on the same DCP year (the year you declared EXSC as your major) throughout their degree].

Next, scroll down to School of Health Sciences and select your Exercise Science degree concentration. The recommended course sequence is found on the second page of the DCP document.

EXERCISE SCIENCE COURSE DESCRIPTIONS and PREREQUISITES

EXSC Course descriptions and prerequisites are found in the LU course catalog located at this link: <https://catalog.liberty.edu/undergraduate/courses/exsc/>

Prerequisites for courses on the EXSC DCP that do not begin with the prefix EXSC:

Course	Number	Title	Prerequisites
BIOL	213/214	Human Anatomy/Physiology 1	SAT Math 450, or ACT Math 18, or Placement Score Math 70, or Assessment Math 23, or BIOL 102/104 C or higher
BIOL	215/216	Human Anatomy/Physiology 2	BIOL 213/214 grade of C or higher

EXSC	340	Essentials Strength Training/Conditioning	EXSC 310, PHED 225, & Jr. Status
ATTR	205	Musculoskeletal Term. & Clinical Documentation	None
ATTR	330	Clinical Musculoskeletal Anatomy& Function	BIOL 213, BIOL 214, BIOL 215, & BIOL 216. Co-Requisite: ATTR 331
ATTR	331	Clinical Musculoskeletal Anatomy Lab	BIOL 213, BIOL 214, BIOL 215, & BIOL 216. Co-Requisite: ATTR 330
ATTR	335	Musculoskeletal Injury Assessment	ATTR 330 & 331; ; or by the professor Co-requisite: ATTR 336
ATTR	336	Musculoskeletal Injury Assessment Lab	ATTR 330 & 331; ; or by the professor Co-requisite: ATTR 335
ATTR	406	Corrective Exercise and Rehab Theory	ATTR 335 & 336; or by the professor
ATTR	425	Healthcare Evidenced-Based Research Analysis	MATH 201, EXSC 320; or by the professor

PREREQUISITE OVERRIDE REQUESTS

A prerequisite error in ASIST means that the registration system does not see that you have met the academic qualifications to take the course. If you have met the pre-requisites or have a unique circumstance in which you feel would qualify for an override, fill out a prerequisite override request form located on the registrar website: <https://www.liberty.edu/registrar/forms/> Upon submission of the form, the Chair of the Department of Allied Health Professions, Dr. Eric Brubaker, will receive it and then will approve/deny the request.

ACADEMIC ADVISING

Freshman and Sophomore Advisors: (located in CASAS: DeMoss Hall 1100)

Advisor is assigned based on the first letter of the student's last name:

A-G: Mrs. Sarah Silva scmertz@liberty.edu

H-O: Mr. Keenan Scott kascott4@liberty.edu

P-Z: Mr. Mr. Winston Stalker wpstalker@liberty.edu

Junior and Senior Advisors:

Advisor is assigned based on the first letter of the student's last name:

A-B: Dr. David Titcomb (Science Hall T013) dtitcomb@liberty.edu

C-F: Ms. Allison Schaefer (Science Hall T11) abschaefer@liberty.edu

G-K: Dr. Jeff Lowes (Science Hall T026) jnlowes@liberty.edu

L-N: Mr. Jessi Glauser (Science Hall T028) jglauser@liberty.edu

O-S: Dr. David Horton (Science Hall T024) dhorton@liberty.edu

T-Z: Dr. Stephen Eakin (Science Hall T023) sweakin@liberty.edu

CAREER PREPARATION

“For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11

Fitness Specialist cognate in Exercise Science prepares students for the following careers:

- Cardiopulmonary Rehabilitation Fitness Specialist
- Corporate/Employee Fitness Director
- Exercise Physiologist in a privately owned fitness facility
- Exercise Physiologist in fitness facilities located in PT or medical clinics
- Exercise Physiologist employed by a Wellness Center
- Exercise Physiologist working in Human Performance Laboratories (ex: VO₂ testing of triathletes, cyclists, elite runners, etc.)
- Personal Trainer
- Fitness/Wellness facility owner/operator (for this career, additional business education is highly recommended)

The ACSM-Exercise Physiologist (ACSM-EP) certification is taken during the senior year prior to internship. Students in this cognate may choose to take the NSCA-CSCS certification in place of the ACSM-EP with program director approval.

Therapeutic Science concentration in Exercise Science: for students preparing for graduate school education in the following health professions:

Recommended minimum GPA for acceptance into the following graduate degree programs

Physician (DO, MD)	3.5 and above
Physician Assistant (PA)	3.5 and above
Physical Therapist (DPT)	3.5 and above
Athletic Trainer (LAT)	3.0 and above
Occupational Therapist (DOT)	3.3 and above
Chiropractor (DC)	3.3 and above
Registered Dietician (RD)	3.3 and above
Prosthetist (design/fit artificial limbs for amputees)(CP)	3.3 and above

Students in this concentration may choose to take the NSCA-CSCS certification in place of the ACSM-EP with program director approval.

Note: New Major that began in Fall 2023: Strength & Conditioning:

Careers associated with this major:

- Strength & conditioning coach
- Athletic development specialist
- Human performance specialist
- Tactical strength & conditioning specialist

The NSCA-Certified Strength & Conditioning Specialist (CSCS) certification is taken during the student's senior year prior to internship. In addition to high school, college, and military settings, Strength & conditioning specialists may also work for organizations such as Athletic Republic™ or CrossFit™, which have their own certifications as well.

For questions regarding this major, email Program Director: Dr. Justin Kilian: jrkilian@liberty.edu

Other Degrees to Consider after graduation with a Bachelors in Exercise Science:

Master's in Exercise Science
Master's in Biomechanics
Master's in Health and P.E with teacher licensure
Master's in Sports Management
Master's in Sports Psychology
Master's in Recreational Therapy
Master's in Public Health

Other Healthcare Careers not directly related to Exercise Science (a different major or degree program recommended)

Audiologist (Au.D)
Dental Hygienist
Emergency Medical Technician (EMT)
Office Medical Assistant
Optician
Paramedic
Radiology Technician (x-ray, CT, MRI)
Respiratory Therapist
Speech-Language Pathologist/Therapist (SLP)



FREQUENTLY ASKED QUESTIONS

What is required to take the ACSM Certified Exercise Physiologist (ACSM-EP) exam in EXSC 485?

This certification exam is taken by EXSC students prior to internship their Senior year and is part of the EXSC 485 course. Please see the bottom of the Exercise Science website for more information: <https://www.liberty.edu/health-sciences/bachelors/exercise-science/>

Instructor for EXSC 485: Dr. Jim Schoffstall: jeschoffstall@liberty.edu

What minimum score do I need to earn on the EP exam in order to graduate? 480/800

What minimum score do I need to earn on the EP exam in order to become certified as an EP? 550/800

Can I take the NSCA Certified Strength and Conditioning Specialist (CSCS) exam (EXSC 486) instead of the ACSM-EP exam (EXSC 485)?

Yes. With Department Chair approval, students may course substitute EXSC 486 in place of EXSC 485. For more information about the NSCA workshop and course, contact Dr. Justin Kilian: jrkilian@liberty.edu

What score do I need to earn on the CSCS exam in order to graduate? Minimum of 60% in both sections of the exam.

What score do I need to earn on the CSCS exam in order to become certified? 70% or higher in both sections of the exam.

What student Clubs are most associated with the Exercise Science major?

Pre-Physical Therapy Club, Pre-Occupational Therapy Club, Pre-Physician Assistant Club, Pre-Med Club, Athletic Training Student Association, Powerlifting Club, Women's Weight Training Club, Ultrarunning Club, Brazilian Jiu-Jitsu Club, Fencing Club, Field Hockey Club. Webpage for student clubs: <https://www.liberty.edu/studentaffairs/sga/index.cfm?PID=19868>

Can I take Exercise Science classes online?

There are no undergraduate residential Exercise Science courses offered purely online. Information about taking general education courses in an online format as a residential student can be found on the course registration webpage: <https://www.liberty.edu/academics/registrar/index.cfm?PID=5380>

Can I take summer classes for Exercise Science Courses?

Yes, the following EXSC courses are offered each summer: 310, 321, 350/351, 410/411, 499.

How do I transfer credits from another college/university to Liberty University?

Information regarding transferring credits from another college or university can be found on the following links: <https://www.liberty.edu/registrar/course-transfer-equivalency/>
<https://www.liberty.edu/registrar/forms/>

How do I request a course substitution?

Course substitution forms <https://www.liberty.edu/registrar/forms/> .

Can I walk in May graduation with remaining classes?

If students have 2 or fewer courses left to complete and are enrolled in those courses for the summer, they can participate in the May commencement ceremony. One of those courses can be EXSC 499 Internship, however the other course cannot be another EXSC course (based on prerequisite for EXSC 499). In addition, for degree conferral, students must also have completed their CSER requirements.

Is there a Fall/Winter graduation ceremony held at Liberty University?

Not currently. Students who graduate at the end of the fall semester can apply to walk in the May graduation ceremony.

Can students get added to course sections that are full?

During drop/add week, if a professor of the full class agrees to add a student to the class, students may obtain professor approval on an add/drop form: (<https://www.liberty.edu/registrar/forms/>) or the professor may grant permission to add the student by emailing registrar with the add request.

Can I perform an independent study as a substitute for taking a course?

Performing an independent study requires approval from the Course Instructor, Department Chair, and Dean. This process must be started one semester prior to the independent study. The independent study form is found on the registrar forms webpage:

<https://www.liberty.edu/registrar/forms/>

Can I take more than 18 credits during a semester?

In order to enroll in 19-20 hours in a semester, a student must have a 3.0 GPA or higher and obtain Dept. Chair approval.

In order to enroll in 21 hours in a semester, a student must have a 3.5 GPA or higher and obtain Dean approval.

Can I withdraw from a residential general education class to then take it online during the same semester?

No. Students may not attempt a class more than once per semester.

How do I withdraw from a class?

If you are a residential student seeking to withdraw from a course, you will need to contact your CASAS Advisor:

- Visit your advisor to discuss withdrawing by [scheduling an appointment](#)
- Email your withdrawal request to advising@liberty.edu (specify which course)

Note: the above steps to withdraw must be performed prior to the withdrawal deadline for the semester listed on the University's academic calendar:

<https://www.liberty.edu/registrar/academic-calendar/>

Appendix

See the next page below for the confidentiality agreement form that is to be signed and uploaded as part of the Exercise Science Program Application.

Exercise Science Education Program

Exercise Science Student Confidentiality Agreement:

Confidentiality about medical or personal information gained concerning a client during a visit for assessment and screening is of highest priority. It is critical that all exercise science students who provide services honor and support this commitment to strict confidentiality. Failure to do so may result in legal litigation and serious discipline, including possible elimination of all activity associated with the Liberty University Exercise Science Program.

Medical/personal information is defined to include the client's name, assessments, program prescriptions, or other health conditions, and any academic or personal information gained during association through course work, laboratory exercises, practicums, internships, or any other affiliated setting. Revealing any portion or part of a client's health record, revealing or discussing any material pertaining to a client whether medical or personal will be construed a breach of confidentiality.

Any information gained about a client, including knowledge of health, well-being, training level, assessment information, or exercise prescription, at Liberty University, or at any other affiliated site, must not be shared with anyone outside of the supervising staff. Furthermore, individuals should not acknowledge they know any privileged information unless the client initiates that conversation, whether in an academic, professional, or a social setting. In addition, personal information regarding a client should not be shared with a third party under any circumstances. This is to protect the client from unwanted intrusion. If the exercise science student has any question about what is confidential, it should be assumed that information is protected until cleared by the supervising staff/faculty member.

By signing this agreement, I, the exercise science student, acknowledge that I have read this agreement and will protect the confidentiality of every client. I also understand that violation of confidentiality is grounds for immediate dismissal.

Signature of Exercise Science Student

Date