Admissions – Online Program

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General Requirements

Prospective students who wish to speak to an Admissions Consultant about the admissions process or admission policies may do so by contacting the Liberty University Online Admissions Office.

Prospective students are encouraged to apply over the phone with an experienced Admissions Consultant or online at http://www.luonline.com. .

> **Liberty University Online**
> **Admissions Office:**
>   Phone: 1-800-424-9595
>   Fax: 1-800-628-7977
>   Email: luoadmissions@liberty.edu
> Website: http://www.luonline.com

> **Hours of Operation:**
> Mon. – Fri.   8:00 am – 9:00 pm EST
>   Sat.   10:00 am – 9:00 pm EST

> **Mailing Address:**
>   Liberty University Online
>   Attn: Admissions Office
>   1971 University Blvd.
>   Lynchburg, VA 24502

Admission to Liberty University's undergraduate program is governed by policies and procedures developed by the Senate Committee on Academic and Admission Standards and the Liberty University Online Committee on Online Learning and Academic and Admissions Standards.

The mission of Liberty University is to develop Christ-centered men and women

with the values, knowledge, and skills essential to impact the world. We expect that our students understand and respect our mission and purpose while enrolled at Liberty University.

Prospective students are assessed according to academic background; personal moral behavior and character; personal philosophy; and willingness to follow Liberty's rules, regulations, and policies. In the consideration process, the applicant's complete prior academic record, recommendations, plans for the future, and personal information will be reviewed. Applicants meeting the required standards in these areas will be admitted to one of the academic terms at the University.

Applicants for admission will be considered without regard to race, color, gender, national or ethnic origin, religion, age, or disability.

The University reserves the right to refuse or revoke admission or readmission to any prospective student or returning student. Any applicant who intentionally withholds pertinent information or who falsifies information may be required to withdraw from Liberty.

The regulations listed herein are subject to change after the date of publication through established procedures. Liberty University reserves the right to make necessary changes without further notice.

TECHNOLOGY REQUIREMENTS
All Liberty University Online students are required to have access to an IBM compatible, high-speed computer with Internet and email service.

Application for Admission

ITEMS TO BE SUBMITTED
Applicants must submit the following items to the Office of Admissions in order to be considered as candidates for admission. A decision will not be made until all documentation has been received and evaluated.

Application for Admission

1. Application Fee (non-refundable, non-transferable)
Application fee will be posted on current application for the Liberty University Online programs upon enrollment or the student's first semester.

2. Academic Records
Prior to acceptance, applicants must submit an official transcript (see below for details) from an accredited high school or an official transcript of the General Educational Development (GED) test scores. Applicants with prior college coursework must submit official transcripts from all colleges attended.

To be considered complete, a high school transcript must meet the following minimum requirements:

- Preliminary transcript – must reflect all coursework and final grades received for grades 9-11, an overall grade point average (GPA).
- Final transcript – must reflect all coursework and final grades received for grades 9-12, must list graduation date, an overall GPA.
- Liberty University Online students should refer to www.luonline.com/index.cfm?PID=14327 for a detailed list of applicable admissions requirements.The high school and GED requirements will be waived if the applicant earned an associate's degree or is transferring 60 or more credit hours (after evaluation).

In lieu of a final transcript, Liberty University will accept a preliminary transcript and a self-certification of successful completion of the represented high school program.

In addition, some high school and college transcripts may be waived if they are unobtainable due to circumstances as determined by the Office of Admissions.

Although the University does not require specific high school courses for admission, successful applicants usually have completed at least 4 years of English, 2–3 years of college preparatory mathematics, 2 years of laboratory science, 2 years of social science, 2 years of foreign language, and at least 4 units of elective credits in subjects such as art, music, or drama. This curriculum prepares one for the classroom expectations at Liberty University.

Liberty University's minimum acceptable unweighted Grade Point Average (GPA) is 2.00 on a 4.00 scale. All transcripts are converted to a 4.00 scale. Applicants who fail to meet the minimum required GPA will be evaluated on other indicators of ability to perform satisfactorily at the college level and may be admitted on Probation status. All students accepted on Probation status should plan to limit enrollment to 12 semester hours of coursework including: CLST 100, ENGL 100 and MATH 100, unless already taken.

3. Other Documentation
If the Admissions Committee determines that additional information is needed in order to make a determination on the applicant's status, the applicant may be required to submit letters of recommendation or other relevant documentation such as a guidance counselor letter.

4. RN to BSN program
Students who are interested in the RN to BSN program, **the following additional admissions documents are required.**

- RN licensure in state of residence (copy of licensure document)
- Graduate of an NLN accredited nursing program leading to an associate degree or hospital diploma

5. B.S. in Aeronautics program
Students who are interest in the B.S. in Aeronautics program must also submit a copy of a valid commercial pilot's license.

Homeschool Applicants

Homeschooled applicants must submit the above requirements plus:

- Verification that they have completed a secondary school education. This requirement may be satisfied by a statement signed by the parent or guardian, a home-education diploma, or a graduation date posted on the home education records.
- Verification that the home education was carried out in compliance with applicable commonwealth or state laws. The form of this documentation will vary depending on the state statutes governing home education. The documentation may be a letter from the local school board or public school superintendent, a letter from an umbrella school, or a signed affidavit from the parent or guardian.

Note: The University recognizes that the academic records of home-educated students vary widely. However, records of academic work plus any evaluations or grades awarded by the parent or other evaluator must be included on the academic records to properly evaluate the applicant's eligibility for college-work. See www.luonline.com/index.cfm?PID=14824 for a sample home school transcript. Do not submit portfolios, photocopies of awards, or photographs of school projects.)

CONDITIONAL ENROLLMENT

Liberty University Online students may be allowed to register on a conditional basis based on the information on the application alone. Students who register on a conditional basis may enroll for up to 12 semester hours pending receipt of all official transcripts and standardized test scores. Students who have not submitted the required documentation by the completion of the first twelve hours will not be allowed to enroll in additional courses until the documentation is received and full acceptance is granted.

Conditional Enrollment is not a guarantee of full acceptance into a degree program. In addition, students are not allowed to use Federal Financial Aid under this classification.

Developmental Courses

Liberty University Online offers several developmental courses to students who need assistance with some of the basic skills required in order to be successful in college. Online students who fail to meet the minimum required GPA will be evaluated on other indicators of ability to perform satisfactorily at the college level.

All students accepted on Warning or Probation status will be limited to 13 semester hours of coursework including: CLST 100, ENGL 100 and MATH 100, unless already taken.

- *CLST 100/Foundations for Academic Success.* Designed to assist

students in their academic adjustment from high school to college. It is part of a special program which includes a select group of first-time freshmen. Attention is given to goal-setting, organizing for study, time management, textbook mastery, reading comprehension and rate, listening, memory, note-taking motivation for study, test-taking, study strategies in other classes, and orientation to University services.

- *ENGL 100/Basic Composition*. This course is available to students who do not have a strong back-ground in English grammar and basic composition.
- *MATH 100/Fundamentals of Mathematics*. This course is offered to students who do not have strong math skills. The course is a review of arithmetic and elementary algebra.

ADMISSION NOTIFICATION

Applicants must submit all of the required documents to complete the admission file. When all documents have been received and evaluated, applicants will be notified as to whether they have been fully accepted. Following notification of acceptance, applicants will receive information relating to financial check-in, and course registration.

ASSESSMENT TESTS

Liberty University Online offers English and Math placement tests for all new undergraduate students. These placement tests will be used to make sure that students are placed in the proper English and Math courses to help students be successful as they begin coursework at Liberty University Online.

[Top](#)

Transfer Students

Transfer applicants must complete all of the forms that are listed for the initial application procedure. However, undergraduate transfer applicants who transfer 60 semester credit hours or more (after evaluation) to their program of study at Liberty do not need to submit a high school transcript, GED, or the standardized test scores except when specifically requested to do so by the University.

The high school and GED requirement will be waived if the online student is transferring in 12 or more credit hours with a minimum 2.00 GPA (after evaluation) and has self-certified that they have or will have graduated from high school or earned a GED by the time of enrollment.

A copy of the official transcript from each college or university that the transfer applicant attended must be sent directly to the Office of Admissions from the Registrar(s) of the respective institution(s) of higher learning.

All students who intend to transfer to Liberty must be eligible for readmission at the last institution attended. The record is reviewed based on Liberty's scholastic regulations. If an applicant's GPA does not meet Liberty's scholastic standards, even though the applicant may not have been placed on Academic Warning or Probation at the last school attended, the applicant may be denied or placed on

Academic Warning or Probation. Appeals may be granted, based on Liberty's scholastic regulations.

TRANSFER OF CREDITS
Only courses and degrees from a regionally accredited institution or those nationally accredited by accrediting agencies recognized by the U.S. Department of Education (e.g., SACS, TRACS, ABHE, etc.) will be evaluated for transfer of credit. Applicants must request that official transcripts be sent directly from the Registrar(s) of the previous school(s) to the Registrar's Office at Liberty University.

Credit will be accepted for those courses that are equivalent to courses offered at Liberty in which applicants have made a grade of C or better. Transcripts are evaluated by the Liberty University Online Office of Transfer Evaluations under the guidelines established by the Liberty University Online Curriculum Committee.

Credit for military training is awarded based on the recommendations provided by the American Council on Education, in *A Guide to the Evaluation of Educational Experiences in the Armed Services* (ACE Guide). This includes credit for general military training and occupational specialty. The work must also be applicable to the student's program of study.

A list of policies and transferable courses is provided at http://www.luonline.com/transfercredit.

Top

Servicemembers Opportunity Colleges (SOC)

Liberty University is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site athttp://www.soc.aascu.org/.

The University offers book vouchers ranging from $100-$400 to all active undergraduate military personnel, veterans, Department of Defense employees, and their spouses who participate in the SOC program. These students are encouraged to apply for financial assistance through the military and Department of Veterans Affairs, such as Tuition Assistance and GI Bill..

SOC DEGREE NETWORK SYSTEM
The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military Services to deliver specific Associate and Bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic

credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System-2 and -4 Handbooks to view Associate and Bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC Web site, http://www.soc.aascu.org, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

Each active duty service member and reservist will receive a copy of a SOC student agreement after acceptance to the University. Veterans and spouses may view their SOC student agreement through the Degree Completion Plan Audit portal.

MILITARY EVALUATIONS
The Liberty University Online Office of Transfer Evaluations will evaluate students' prior military experience. Evaluations will be based solely upon the recommendations of the American Council of Education (ACE) guidebook, *A Guide to the Evaluation of Educational Experiences in the Armed Services.* Military applicants should send in military transcripts or documentation from their particular branch of service. If those documents are unavailable, applicants should submit a copy of their DD214, 2-1, 2A, or DD295 for evaluation.

Upon completion of the military evaluation, students may access their degree completion plan through the Degree Completion Plan Audit system. Liberty University Online military students will generally find that the Interdisciplinary Studies major maximizes the use of their existing credits.

EMERGENCY RESPONSE PERSONNEL
Liberty University Online offers a 25% tuition reduction for all emergency response personnel, including law enforcement, fire safety, civil air patrol, prison support and emergency personnel who have been employed in the field within the last 5 years.

Top

International Admission

Applicants whose native language is other than English must submit official scores for the Test of English as a Foreign Language (TOEFL). The University accepts into its undergraduate programs students who achieve a TOEFL score of 61 (IBT), 173 (CBT) or 500 (PBT). Additional assessment following arrival on campus may determine the need for English as Second Language (ESOL) classes before being admitted to the Freshman English series. Admitted applicants who do not have TOEFL scores or who have taken an alternate language assessment test will have their English assessed after arriving on campus and may be required to enroll for one or more semesters in the English Language Institute before becoming eligible for undergraduate studies. Applicants whose TOEFL scores do not meet the minimum University requirement for undergraduate programs may be admitted to the English Language Institute (Please see the English Language Institute section of this Catalog). Information regarding the TOEFL may be obtained from: TOEFL Services; The Education Testing Service; PO Box 6151; Princeton, New Jersey

08541 or online at www.toefl.org.

SPECIAL STATUS STUDENTS
Status 1 Special Students are early enrollment or dual enrollment students who do not have a high school diploma or equivalent. These students must show evidence of ability to complete the courses selected. They may become candidates for a degree after completing high school diploma requirements.

Status 2 Special Students are those students who are not interested in obtaining a degree; however, they are interested in taking one or more college level courses up to a maximum of 12 credit hours. Additional courses may be approved if the student has no intention of being a degree-seeking student. This decision is based on review from the Office of Admissions.

Applications are available at www.luonline.com. Students deciding to enroll as degree seeking students in the future must complete a new application and fulfill all admissions requirements.

Students who have been Academically Dismissed from Liberty University are not eligible for Special Student status. Students who have completed 12 or more credit hours at their current level are not eligible for Special Student status. Financial Aid is not available under Special Student status.

BREAK IN ENROLLMENT
A break in enrollment occurs when a student is not actively taking a class each academic year.

Students who break enrollment will be required to follow the degree requirements in effect at the time of re-entry to the University.

READMISSION
Students who have withdrawn from the University or who have broken enrollment must apply for readmission through the Office of Admissions. Admission status is subject to the terms of any previous academic or disciplinary suspension or probation. Re-applicants will be subject to the current Degree Completion Plan for the program of application. Applicants must provide official transcripts from all educational institutions attended since enrollment at Liberty. Students must receive approval from the Registrar's Office, Student Conduct and Student Accounts before an acceptance decision can be made.

ACADEMIC AMNESTY
Approval for readmission under Academic Amnesty must be approved by the Office of the Provost. To qualify for academic amnesty, a student must have been academically suspended or academically dismissed from the University, as well as must satisfy the subsequent guidelines for readmission.

1. Not enrolled at the University for a period of five (5) years.
2. A student seeking readmission under academic amnesty must first appeal in writing to the Registrar's Office. The request must be stated clearly and contain: (1) the reason for the request, and (2) efforts made to improve during absence from Liberty. Corroboration may be requested of the student, i.e. transcripts from other institutions, certificates, awards, etc.

3. The student's appeal, supporting documentation and a recommendation from the Registrar's Office will be presented to the Office of the Provost for a decision. If the appeal is approved, the student will be readmitted on the following provisions:
    a. Only the allowable number of grade repeats that were remaining at the time of Dismissal can be utilized.
    b. Previously earned grades of A, B, and C will remain on the student's record and will calculate into his or her GPA. As determined by the CAAS, grades of D and F are revised to Q.
    c. Students who have been granted Academic Amnesty are not eligible for graduation honors.

PRIVACY OF STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students attending, or who have attended, Liberty University are given certain rights under the Family Educational Rights and Privacy Act of 1974 as amended (20 U.S.C. 1232g) and Rules of the Department of Education (34 C.F.R. Part 99) implementing this Act.

Additional information and University policies regarding the protection of student records are published online at http://www.liberty.edu/ferpa.

ADDITIONAL INFORMATION

Additional information regarding the University's academic and administrative policies and procedures can be found on the University Website at www.luonline.com or www.liberty.edu.

Top