

Admissions – Online Program

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General Requirements

Prospective students who wish to speak to an Admissions representative 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 representative or online at <http://www.liberty.edu/online>.

Liberty University Online Admissions

Office:

Phone: (800) 424-9595

Fax: (800) 628-7977

Email: luundergrad@liberty.edu

Website: <http://www.luonline.com>

Hours of Operation:

Mon. – Fri. 8:00 a.m. – 9:00 p.m. EST

Sat. 10:00 a.m. – 9:00 p.m. EST

Mailing Address:

Liberty University Online

Attn: Admissions Office

1971 University Blvd.

Lynchburg, VA 24515

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. The University expects that its students understand and respect its 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 Office of Admissions may request additional documentation from applicants who do not meet admissions standards. If the Office of Admissions, in its professional opinion, determines that the documentation justifies the candidate's potential for success, the Office of Admissions may present the documentation to the Provost's Office with a request to admit the student.

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. Academic Records

Prior to acceptance, applicants must submit a final official transcript 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.

- Liberty University Online students may submit a High School Self-Certification form through AS/ST in lieu of a final official high school transcript.
- Preliminary transcript - must reflect all coursework and final grades received for grades 9-11, and an overall grade point average (GPA).
- Final official transcript - must reflect all coursework and final grades received for grades 9-12, must list graduation date, and an overall GPA. (Mailed transcripts must be in a sealed and unopened envelope).
- Liberty University Online students should refer to <http://www.liberty.edu/online/online-education-admission-requirements/> for a detailed list of applicable admissions requirements. The high school transcript and GED requirements will be waived if the applicant earned an associate's degree.

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. A high school diploma must be a standard or advanced diploma, or its equivalent. This curriculum prepares one for the classroom expectations at Liberty University.

Liberty University's minimum acceptable college GPA is 2.00 on 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 Caution status. All students accepted on Caution status may be required to enroll in one or more developmental courses as determined by the Office of Admissions.

2. 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.

3. RN to BSN program

Students who are interested in the RN to BSN program must submit additional admissions documents, such as:

- 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

4. BS in Aeronautics program

Students who are interested in the BS in Aeronautics: Commercial Track program must submit additional admissions documents:

- Confirmation at which Liberty University Flight Training Affiliate they will be completing their flight training requirements, and that they meet Federal Transportation Security Administration requirements.
- In lieu of the above requirement, a student can provide a Commercial Pilot Certificate issued by the Federal Aviation Administration.

Students who are interested in the BS in Aeronautics: Aviation Maintenance Management program must submit proof of having obtained their Federal Aviation Administration Airframe & PowerPlant mechanic license.

5. Wilmington School of the Bible Program

Students applying to this program only need to submit a complete High School Transcript requirement (see details above regarding an acceptable High School Transcript). Students with a conferred accredited Associates degree or higher can have the High School Transcript requirement waived.

HOMESCHOOL APPLICANTS

Homeschooled applicants must submit the above requirements plus:

- Verification that they have completed the equivalent of a standard 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. Students homeschooled outside of the United States must submit a transcript that confirms completion of a secondary education according to an identified standard or authority.

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 <http://www.liberty.edu/media/9932/pdfs/Homeschool-Transcript.pdf> for a sample home school transcript. Do not submit portfolios, photocopies of awards, or photographs of school projects.

ADMISSIONS AND ENROLLMENT FOR ARMY SOLDIER-STUDENTS:

Active Duty, Reserve, and National Guard Army soldier-students must apply for admission and enroll via the GoArmyEd portal, www.goarmyed.com. Admission and enrollment through the Army portal will allow Tuition Assistance to be approved through the enrollment process. Additional information is provided online, www.liberty.edu/militaryaffairs.

CONDITIONAL ENROLLMENT

Liberty University Online students may be conditionally enrolled following the receipt of a completed application. Undergraduate students who register on a conditional basis may enroll for up to 12 semester hours within the first semester only pending receipt of all official transcripts and standardized test scores. Students who have not submitted the required documentation by the completion of the first semester will not be allowed to enroll in additional courses until the admission file is completed and program admission is granted.

Conditional enrollment is not a guarantee of full acceptance into a degree program. Federal and state financial aid is not available to students under conditional enrollment. Some programs that require additional admission requirements, such as licensure, will not be eligible for conditional enrollment.

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.

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.

Transfer Students

Transfer applicants must complete all of the forms that are listed for the initial application procedure.

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 (Wilmington School of the Bible applicants are exempt from this requirement).

Unofficial transcripts will allow for acceptance and registration. Unofficial transcripts will not be reviewed for transfer credit. Before submitting unofficial transcripts, please make sure they include the following:

1. School name or logo printed on the document
2. List of completed courses and earned credit

Upon an admission decision, official transcripts are required within 60 days; official transcripts are required in order to register for a second semester of courses.

All students who intend to transfer to Liberty must be eligible for re-enrollment or readmission at the last institution attended. The record is reviewed based on Liberty's admissions standards. If an applicant's GPA does not meet Liberty's admissions 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 admitted on caution. Appeals may be granted, and will be evaluated on other indicators of ability to perform satisfactorily at the college level as determined by the Office of

Admissions.

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., SACSCOC, 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.

In order to receive direct credit for a course, the description must overlap the Liberty University course content at least 60%. Courses that do not match a Liberty University course by at least 60% are eligible to transfer as elective credit where allowable. Elective credit is coded as 1XX – 4XX, depending on the level of the course.

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.liberty.edu/online/transfer-students/>.

Servicemembers Opportunity Colleges (SOC)

Liberty University is part of the [Servicemembers Opportunity Colleges \(SOC\) Degree Network System \(DNS\)](#). The SOC organization was founded in 1972 to provide educational opportunities for service members by establishing articulation agreements between colleges and universities to streamline the transfer process for student veterans transitioning to new schools. Liberty offers transfer-friendly policies and special SOC student agreements (or degree plans) for all service members and veterans who qualify once they are officially accepted and enrolled in their degree program.

The University offers the benefits of the SOC program to all active military personnel, veterans, Department of Defense employees, and military spouses enrolled in an undergraduate online program. Eligible service member students will receive a SOC Student Agreement within their first 6 credit hours of enrollment. Veterans, DoD employees, and military spouses will not receive a SOC Student Agreement, but may instead view their military degree plan through the Degree Completion Plan Audit portal in ASIST. These military students are encouraged to apply for financial assistance through the military and Department of Veterans Affairs, such as Tuition Assistance and GI Bill®.

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>.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of member institutions selected by the military Services to deliver specific Associate and Bachelor's degree programs to service members and their families. Institutional members of the SOC DNS have adopted special requirements and obligations outlined in the Voluntary Education Partnership Memorandum of Understanding (MOU) 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. Refer to the [SOC DNS Search Tool](#) to

view Associate and Bachelor's degree programs, location offerings, and college information.

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 their Joint Services Transcript or appropriate transcript from their branch of service (CCAF, DAU, CGI, MCI). 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.

International Admission

Applicants whose native language is other than English must submit official scores for the Test of English as a Foreign Language (TOEFL) or an approved alternative assessment (see below). Applicants who successfully complete the levels of English-Second-Language (ESL) instruction indicated below at one of two schools will have the TOEFL requirement waived. Students will have their application held until transcripts from one of the below schools are received.

- Level 6: Language Consultants International (LCI) www.englishci.edu
- Level 109: ELS Educational Services (ELS) www.els.edu

If an international student is seeking admission to an undergraduate program of study and has attended an accredited U.S. high school for a minimum of two years, the English proficiency test requirement may be waived.

If an international student is seeking admission to an undergraduate program of study and has earned a high school diploma at an accredited international high school outside of the U.S. using a U.S. high school curriculum and in which the primary medium of instruction is English, the English proficiency test requirement may be waived. (Proof must be submitted in the form of an official statement from the school's Registrar Office.)

If an international student completes an undergraduate degree at an accredited university/college outside of the U.S. in which the primary medium of instruction is English, the English proficiency test requirement may be waived. (Proof must be submitted in the form of an official statement from the school's Registrar Office.)

Students who have attended an American college/university for two or more years may not be required to submit a test of English proficiency.

The University offers general admission to its undergraduate program of study to students who achieve one of the following scores on a standardized test of English proficiency:

- TOEFL (Internet Based Test or iBT): 61
- International English Language Testing System (IELTS): 6.0
- Pearson Test of English (PTE): 51
- International Test of English Proficiency Academic Plus (iTEP): 3.9

Information regarding the TOEFL may be obtained from: TOEFL Services; The Education Testing Service; PO Box 6151; Princeton, New Jersey 08541 or online at <http://www.toefl.org>. Information regarding the IELTS may be obtained online at www.ielts.org and information regarding the PTE may be obtained online at <http://www.pearsonpte.com>.

SPECIAL (OR NON_DEGREE SEEKING) 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 Registrar's Office.

Applications are available at <http://www.liberty.edu/online>. 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.

Any military students wishing to be readmitted who broke enrollment due to deployment must contact the Office of Military Affairs.

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 two (2) 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 (e.g., 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. 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.
 - b. 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 <http://www.liberty.edu/online>.