

**INSTRUCTIONS TO COMPLETE THE
APPLICATION
FOR ADMISSION – FALL SESSION
THE LIBERTY UNIVERSITY NURSING PROGRAM**

1. Complete the Application for Admission.
2. Submit official transcripts of **all** college courses (including Liberty University, if enrolled and any dual enrollment classes taken in High School) with your current, cumulative GPA, **to the Nursing Department**. Official transcripts must come from originating school not Liberty's registrar if you have attended other schools. Academic requirements for admission to the Liberty University Nursing Program are as follows:
 - ◆ Cumulative college GPA of 3.0 or greater for all college work completed at the time of application.
 - ◆ Successful completion of Anatomy and Physiology (BIOL 213 & BIOL 214 - grade of "C" or better). Applicants will be tentatively accepted based on their first semester grades and enrollment in second semester of Anatomy and Physiology (BIOL 215 & BIOL 216), CHEM 107, NURS 101, NURS 105, and NURS 115. Grades will be reviewed again at the end of the spring semester.
 - ◆ Sign acknowledgment of position on attached Tiered Admission grid.
 - ◆ Attach a short essay (less than 300 words) stating your reasons for desiring a Bachelor of Science in Nursing degree from Liberty University.
 - ◆ Submit two recommendations; one of these should be from your anatomy professor (transfer students may use another lab science professor if your anatomy professor is unavailable), and one from an employer or someone, not related to you, who can attest to your character.
 - ◆ You may be required to have a personal interview with members of the nursing faculty.
 - ◆ See attached Admission Gate System.
 - ◆ You must send a copy of your spring grades to the Nursing Department by June 1 of the year you are applying to progress to Gate II. Failure to do so will result in the loss of your position in the incoming class.

Due Date: *On or before February 15 (see Tier requirements). Email:*
nursingadmissions@liberty.edu

TRANSFER STUDENTS:

- *If you are attempting to transfer in nursing credits must get a letter of good standing from the previous institution.*
- *If you have received grades below "C" in any nursing course at the previous institution, you may not be considered for admission.*
- *You may complete NURS 101 and NURS 105 after transfer to Liberty if they are not available at the current institution.*
- *NURS 115 is a prerequisite and is available via the Liberty Online. You may contact Tara Miller at twmiller3@liberty.edu for further information. The online course is NURS 215.*
- *You must apply for and secure admission to Liberty University in order to be accepted into the LU Nursing Program.*

Tiered Admission Acknowledgement

I acknowledge that I have read the application requirements and admission guidelines.

I, (printed name) _____ understand that I currently meet the
criteria for

Tier (Identify tier number) _____, based on the attached Four Tier Admissions
Grid.

Tier position will be validated by the admission committee. The decision of the admissions committee is final with no appeal process.

Signature of applicant

Date

Application Checklist Liberty Nursing Department

1. _____ Complete application and bring to or mail all materials to:
Liberty University Department of Nursing
1971 University Blvd.
Lynchburg, VA 24502-2269
ATTN: Jinny Laughlin (vnlaughlin@liberty.edu)
2. _____ Request Official transcripts for ALL previous college work including dual enrollment during High School and Liberty. Students enrolled at Liberty for either Fall or Spring semester may request LU transcripts through the Registrar's office or the Nursing Department no later than February 8. Liberty's Registrar may have transcripts from other schools, but they are unavailable to the Nursing Department. **Submit official transcripts from all other schools with your application.**
3. _____ Sign and submit acknowledgement of tier placement.
4. _____ Write an essay and **include it with the application.**
5. _____ Submit the two recommendations, in sealed, signed envelopes, **with your application.**
6. _____ Submit a copy of your 2nd semester grades to the Nursing Department by June 1 of the year you are applying (Liberty University students may obtain them from ASIST and copy and paste grades in an email to Mrs. Laughlin).

Transfer students: In addition to the above you must also:

- _____ Apply for and secure admission to the residential program (not Online) to Liberty University
- _____ **If** you are transferring nursing credits, send a letter of good standing from the transferring institution to the address above.

Evaluation of Application:

Applications will be evaluated on the tier system. The **competitive** applicant will have a cumulative college GPA above 3.0, a grade of "A" or "B" in both semesters of Anatomy and Physiology and excellent recommendations. Careful consideration will be given to the ideas, grammar and presentation of the essay.

We consider it the student's responsibility to check with the Nursing Office to be sure the application is complete by the due date. The office number is 434 582-2114.
Incomplete applications will not be considered for admission to the program.

As stated in the Student Nurse Handbook, acceptance to Liberty University does not guarantee admission to the Nursing major.

Date Received at L.U. _____

LIBERTY UNIVERSITY- DEPARTEMENT OF NURSING
APPLICATION FOR ADMISSION-Fall Program
Biographical Fact Sheet

Legal Name: _____
Last First Middle Maiden

Permanent (Home) Address. _____

City State Zip
() ()

Home Phone Cell Phone Email Address

Country of Citizenship Country of Birth Primary Language (if other than English)

Significant other to be contacted in case of emergency:
Name Relationship Phone#

FERPA on file ___ no ___ yes Names on FERPA _____

Date of Birth ___/___/___ Gender: Male ___ Female ___

Marital Status: ___ Single ___ Separated ___ Married ___ Divorced

Ethnic Background (This information is voluntary and is used for statistical purposes only)

___ American Indian or Alaskan Native ___ Asian ___ White ___ Black or African-American
___ Hispanic or Latino ___ Other _____

Are you and LPN ___ yes ___ no Transfer Student ___ yes ___ no LU online student ___ yes ___ no

Please indicate completion of the following courses:

BIOL 213/214	Human Anatomy and Physiology I	Taken where? _____	Grade _____
BIOL 215/216	Human Anatomy and Physiology II	Taken where? _____	Grade _____
Chem 107	General Chemistry	Taken where? _____	Grade _____
NURS 101	Introduction to Nursing	Taken where? _____	Grade _____
NURS 105	Medical Terminology	Taken where? _____	Grade _____
NURS 115	Sciences in Nursing (PATHO)	Taken where? _____	Grade _____

Liberty University transcripts must be requested through the Registrar's Office or through the Nursing Department by February 9.

I am sending Transcripts from the following schools:

I have requested recommendations from _____ and _____

I HEREBY FORMALLY REQUEST ADMISSION TO THE BACHELOR OF SCIENCE IN NURSING MAJOR AT LIBERTY UNIVERSTIY.

Signature: _____ Date: _____

**LIBERTY UNIVERSITY DEPARTMENT OF NURSING
CHARACTER REFERENCE**

(Print) Student Name _____ Phone # _____ Email _____
 has made an application to be admitted to the Bachelor of Science in Nursing Program at Liberty University. Recommendations from an individual who can attest to the student's ability to successfully complete the Bachelor of Science in Nursing Program are required.

1. How long have you known the applicant? _____
2. Your relationship to the student: _____
3. Please evaluate the applicant in the following areas according to the scale below:

5 4 3 2 1
 Excellent Above average Average Below Average Poor

		5	4	3	2	1
Appearance	Neat, well groomed					
Management	Plans and organizes work efficiently					
Judgment	Makes appropriate decisions base on available information					
Adaptability	Adapts to varying situations: maintains acceptable level of performance under pressure, resourceful					
Integrity	Trustworthy, honest, responsible					
Dependability	Conscientious, accurate, present and punctual					
Cooperation	Works well with subordinates, peers and those in authority					
Maturity	Assumes responsibility for personal behavior, recognizes own limitations					
Social ability	Socially poised, courteous, kind					
Attendance	Is present as required					
Initiative	Is able to act and make appropriate decisions with minimal guidance					

COMMENTS (continue on back, if needed):

Signature

Date

Print Name

Phone #

Please return as soon as possible to this student in a sealed envelope with your signature across the flap.

Four Tiered Admissions Grid

Early admissions

- Students who have completed **all previous college coursework**** at LU*
 - Including having completed all the pre-requisite science course work at LU*
 - Have a GPA of 3.5 or better (at the time of application), good essay and recommendations
 - Earned an A or B in Biol 213/214 (and BIOL 215/216, if already completed)
- Student will complete a full application with **early submission**, due by January 16, for consideration/acceptance confirmation on/about February 1.

Early Admission criteria will guarantee admission through Gate 1 unless the total number of early admission applicants exceeds the available positions for the program.

Tier One – Full applications

- Students who have taken **some or all** course work at LU*
 - Have a cumulative GPA of 3.0 or better(at the time of application), good essay and recommendations
 - Earned a C or better in BIOL 213/214 (and BIOL 215/216, if already completed)
- Student will complete a full application and submit it on/before February 15th
- Admission opportunities include remaining positions after Early Admission acceptance

Tier Two – Full applications

- Transfer students, having **never** taken **any** residential course work at LU*
 - Have a GPA of 3.0 or better(at the time of application), good essay and recommendations
 - Earned an A or B in BIOL 213/214 (and BIOL 215/216, if already completed)
- Student will complete a full application and submit it on/before February 15th
- Admission opportunities include remaining positions after Early Admission and Tier One acceptance

Tier Three – Full applications

- Students who have a GPA of 3.0 or better (at the time of application)
 - Have taken at least **some** coursework residentially at LU*
 - Completed all the pre-requisite courses by the end of the Spring Semester
- Student will complete a full application and submit it on/before February 15th
- Admission opportunities include remaining positions after Early admission through Tier Two acceptance

*** Refer to application for all prerequisite coursework, science requirements.**

**** “Previous college coursework” does not include dual enrollment/AP coursework – please specify this when applying**

The decision of the admissions committee is final and without appeal.

Admission Gate System

Gate I – Tentative acceptance. Requires completion of application packet (see application for listing of requirements) and evaluation by Admission & Progression Committee

- Passage occurs mid-spring semester, after spring break.
- Applicants on the waiting list may progress through Gate I after June 1 evaluation of spring grades.
- Applicants are notified by email of their progression.

Gate II - Submission of spring grades – due date: June 1 of application year

- Confirmation of acceptance requires successful completion of all prerequisite coursework with “C” or better.
- Grade submission may be unofficial – copy/paste from University grade page (ASIST for Liberty University students or similar source for transfer students) and emailed to the Nursing Office. Official transcripts from other institutions must still be supplied to the registrar’s office as well as the Nursing Office.

Gate III – Completion of required clinical documentation is required for final acceptance into the program.
Due date: August 1 of application year

- Set up an account with American Data Bank (ADB—contact information supplied in the acceptance packet)
- Initiate required Background Check via ADB
- Complete Immunization Form online through ADB
- Supply supporting documentation to ADB via email or fax
- “Compliance” with ADB results when all requirements are complete. Any holds on this account must be cleared before full acceptance is extended. This is the student’s responsibility. Currently, only pending CPR and the third Hepatitis B vaccination are acceptable holds. These should be cleared within the first semester in the program.

Final acceptance into the Liberty University Nursing program is not extended until the student has passed through all gates. Prospective students must meet set deadlines. Failure to meet deadlines will result in having the tentative acceptance rescinded. **Students who fail to progress through Gate III will not be allowed to attend any nursing classes, as they have not fully been accepted into the program.**