

ADMISSIONS - RESIDENT PROGRAM

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General Requirements

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

The Liberty University resident undergraduate admissions department operates on a rolling admission basis. This policy means that we do not have a final deadline for applications to be considered and will consider each applicant on a case by case basis. However, we do have a priority deadline for submission and it is recommended that applicants strongly consider adhering to that deadline as the majority of our applications are received by that date.

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 upon request. Applicants meeting the required standards in these areas may be admitted to one of the academic terms at the University.

Liberty University does not engage in unlawful discrimination or harassment because of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability or military veteran status in its educational programs and activities. Liberty University maintains its Christian character and reserves its right to discriminate on the basis of religion to the extent that applicable law respects its right to act in furtherance of its religious objectives. The following persons have been designated to coordinate Liberty University's compliance with certain anti-discrimination laws:

- Coordinator of LU Online Disability Accommodation Support at (434) 592-5417 or luoodas@liberty.edu;
- Director of Disability Academic Support (Residential) at (434) 582-2159 or odas@liberty.edu;
- Title IX Coordinator at (434) 582-8948 or TitleIX@liberty.edu.

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.

Contact Information

Prospective students who wish to speak to an admissions counselor about the admissions process or admission policies may do so by contacting our Resident Admissions office.

Resident Admissions Office:

Phone: (800) 543-5317

Fax: (800) 542-2311

Text: 49596

Email: admissions@liberty.edu

Websites: <https://www.liberty.edu/residential/undergraduate/>

Hours of Operation:

M,Tu,Th,F 10:00 a.m. – 9:00 p.m. EST

Wed. 09:00 a.m. - 6:00 p.m. EST

SAT 10:00 a.m. – 6:00 p.m. EST

Mailing Address:

Liberty University

Attn: Resident Admissions Office

MSC Box #710278

1971 University Blvd.

Lynchburg, Virginia 24515

Prospective students are encouraged to apply online at <http://www.liberty.edu/residential>.

Application for Admission

The Admissions Committee welcomes applications for first-year, transfer and readmit admission. When we read undergraduate applications, we value intellectual ability, academic achievement, and personal qualities that will contribute to the University mission and campus community. The university also reserves the right to withdraw an application for admission after 60 days of inactivity.

Admission decisions are competitive and are based primarily on the following factors:

- Cumulative, unweighted High School GPA and college (if applicable)
- GED, HiSET, or TASC scores (if applicable)
- Consistency and trends of grades
- Results from the CLT, SAT or ACT, using the highest score on each section where applicable
- Essay submission

Note: Other documentation such as reference letters, community service, and leadership, may also be helpful or required by the admissions committee.

Mid-ranges for enrolled freshmen:

- High School GPA 3.15-3.83
- SAT (math and *critical reading) 1020-1220
- ACT composite 20-27

This means that 50% of admitted students come from above or below the ranges.

Items to be Submitted

1. Academic Records

Prior to an admissions decision, applicants must submit an official transcript from an accredited high school or an official transcript of the General Educational Development (GED) test scores.

Applicants with prior college coursework may submit a high school self-certification in lieu of an official high school transcript, or an official high school transcript, and unofficial transcripts from all colleges attended.

Please note: Unofficial transcripts can be used for acceptance purposes when a Transcript Request Form is also submitted. An official transcript will be required in order to register for a second semester. 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), and should be signed by the school administrator.
- Final transcript** – must reflect all coursework and final grades received for grades 9-12, must list graduation date, an overall GPA, and must be signed by the school administrator.

In lieu of a final transcript, Liberty University will accept a preliminary transcript. A self-certification of high school graduation or a final high school transcript will be required to continue the program beyond the first semester.

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

Official transcripts of the final high school or college records must be requested directly from the educational institution and sent to the Resident Admissions Office. An official high school or homeschool transcript is defined as a transcript received in a sealed envelope with the school's address. In addition, the final high school transcript or GED, HiSET, or TASC is considered official if it is faxed (or sent by other electronic means such as email or electronic transcript service) by the high school or center itself, and received by the Resident Admissions Office. In order to be considered official, the transcript must be stamped official by the Resident Admissions Office, after confirming receipt with the issuing high school or homeschool.

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 reviews high school transcripts only on a 4.00 GPA basis. All transcripts are converted to an unweighted 4.00 scale. Applicants who fall outside of the range for acceptance will be evaluated on other indicators of ability to perform satisfactorily at the college level and may be admitted on Academic Caution or Probation.

All students accepted on Academic Caution or Probation status will be limited to 12 to 14 semester hours of coursework including:

- MENT 101 Mentoring for University Transition (1 c.h.) or
- ASCS 101 Theory for Academic Success (1 c.h.) This course should be taken if transferring 12 or more hours of college credit.

These courses are designed to help students develop reading and study strategies necessary for success in college.

- Exception: Students may be admitted into the Certificate in Aviation Maintenance Technician with the completion a High School Diploma or a GED, regardless of GPA. Students admitted under academic caution or probation in into the Certificate in Aviation Maintenance Technician are not limited in the number of hours taken per semester or required to take MENT 101 Mentoring for University Transition (1 c.h.) or ASCS 101 Theory for Academic Success (1 c.h.).

2. Test Scores

All applicants, age 21 or younger, must submit official copies of test results from either the Classic Learning Test (CLT), Scholastic Aptitude Test (SAT) or the American College Testing (ACT) exam. Liberty University does not recognize the essay portion of the SAT or ACT exam for acceptance decision purposes. SAT scores are based on Critical Reading (now known as Evidence-based Reading and Writing) and Math portions only. The best scores from multiple exams may be combined for admissions purposes. SAT scores are based on Evidence – based Reading and Writing and Math portions only. The best scores from multiple exams may be combined for admissions purposes. However, we do not combine best test scores if the SAT was taken both before and after March 2016. The SAT, ACT, And CLT is not required for students 22 or older and/or who have 25+ credit hours transferred into Liberty. Applicants who fail to meet the minimum required scores may have their application rejected or will be evaluated on other indicators of ability to perform satisfactorily at the college level and may be admitted on Academic Caution or Probation. Scores will be used for academic counseling and placement. SAT Subject tests are not acceptable. Test scores may be waived if they are unobtainable due to circumstances as determined by appeal and approval from the Resident Provost's Office.

Information on the CLT may be at <https://www.cltexam.com>.

Information on the SAT may be obtained at <https://www.collegeboard.org>.

Information on the ACT may be obtained at www.act.org.

Liberty's Institutional Codes are 5385 for the SAT and 4364 for the ACT.

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Exception:

Students seeking admission into the Certificate in Aviation Maintenance Technician are not required to submit test results for admission.

Students who enter and complete the Certificate in Aviation Maintenance Technician should be able to meet the transfer student admissions requirements at the time in which they enter an AA or BS since they would have successfully completed the Certificate in Aviation Maintenance Technician. Students who enter Certificate in Aviation Maintenance Technician but do not complete the certificate or at least 25 hours of it would be required to apply and be accepted to an AA or BS program and must meet the current admissions standards for those programs. Students who enter Certificate in Aviation Maintenance Technician but do not finish could be evaluated based on their status at the time and be required to meet the UG admissions requirements exception of 25 hours of transfer credit and age 22 which makes allowances to waive certain test score requirements.

3. Essay

All resident applicants must submit an essay between 200 and 400 words describing how their personal faith and beliefs will allow them to contribute to Liberty University's mission of developing Christ-centered leaders.

4. 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.

U.S. Citizens and those with Legal Permanent Residency in the U.S. who have completed a secondary education outside of the U.S. will be evaluated as international students for admission purpose.

5. Priority Deadlines for Admissions Process

Resident Program:

- **Fall:**
 - Application: December 15
 - Accept and Confirm: February 28
 - Financial Check-in: April 30
 - Course Registration: June 15
- **Spring:**
 - Application: November 1

"These dates are subject to change"

Homeschool Applicants

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.

Homeschooled applicants must submit the above requirements plus:

1. 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.
2. 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: See www.liberty.edu/homeschool for a sample home school transcript. (Do not submit portfolios, photocopies of awards, or photographs of school projects.)

Transfer Students

Transfer applicants must complete all of the forms that are listed for the initial application procedure. However, undergraduate transfer applicants who earn an Associate's degree from an accredited institution do not need to submit standardized test scores except when specifically requested to do so by the University.

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

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. Student's full name
2. School name or logo printed on the document
3. List of completed courses and earned credit in a term-by-term format

Official transcripts are required in order to register for a second semester.

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. Any applicant whose GPA does not meet Liberty's scholastic standards, even though the applicant may not have been placed on Academic Caution or Probation at the last school attended, may be denied or placed on Academic Caution or Probation.

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. These transcripts should be received before an admission decision will be made.

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 Registrar's Office under the guidelines established by the Senate Committee on Academic and Admissions Standards.

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.

Undergraduate credit may be allowed for courses completed at military service schools if this credit is recommended in *A Guide to the Evaluation of Educational Experiences in the Armed Services* (ACE Guide). The work must also be applicable to the student's program of study.

Internship credit is not transferable.

Military Evaluations

Liberty University will evaluate students' prior military experience and develop a degree plan for each student to follow. 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.

Outgoing Transfer Credit

Transferability of credit earned through Liberty University is at the discretion of the receiving institution.

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 of their admission decision. Following notification of acceptance, applicants will receive information relating to Financial Check-In and course registration.

Enrollment Deposit

New students who decide to attend Liberty University must submit a \$250 Enrollment Deposit. This deposit secures any available institutional grants or scholarships; however, only completion of Financial Check-In ensures the availability of a class schedule and housing assignment. The \$250 Enrollment Deposit may be submitted online at www.liberty.edu/Deposit. This deposit will be credited to the student's account as a deposit toward the upcoming semester.

Should the student decide not to attend, the University must be notified in writing with an Enrollment Deposit refund request by May 1 of each academic year for those who confirmed for fall term, and by December 1 for those who confirmed for spring term. After these deadlines, the \$250 Enrollment Deposit is non-refundable and non-transferable. The credit, however, may be deferred up to one academic year should the student be able to attend in a subsequent semester. However, if you update your deposit to any other semester, you will no longer be eligible for a refund.

Health Record

All resident students must complete and submit an online Health Form through their Liberty ASIST account. This form does not need to be submitted prior to acceptance. Any accepted applicant who withholds pertinent health information may be required to withdraw from the University.

Special (Non-Degree-Seeking) 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 off review by the Registrar's Office.

Applications are available upon request from the Resident Admissions Office. 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. Financial Aid is unavailable under Special Student status.

Audit

Applicants not interested in becoming degree candidates and who want to audit classes must complete a special student application. Only lecture courses may be audited. Courses requiring labs or private instruction may not be audited.

Readmission

Students who have withdrawn from the University or who have broken enrollment must apply for readmission through the Resident Admissions Office. Admission status is subject to the terms of any previous academic or disciplinary suspension or probation. Applicants must provide official transcripts from all educational institutions attended since enrollment at Liberty. Students must receive approval from the Registrar's Office, Office of Community Life, and Student Financial Services before an acceptance decision can be made. Students applying for readmission who have been dismissed from the University should submit an application not less than 2 months prior to matriculation since these applicants may require an appeal.

Academic Amnesty

Approval for readmission under Academic Amnesty must be approved by the Office of the Provost. In order 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. For example, if the student's last enrollment was in the Fall 2018 term, he/she would not be eligible to appeal for Academic Amnesty until **after** the Fall 2020 term.
2. A student seeking readmission under academic amnesty must first appeal in writing to the Registrar's Office through the designated portal. The request must be stated clearly and contain:
 - a. the reason for the request, and
 - b. efforts made to improve during absence from Liberty.
3. Corroboration may be requested of the student (e.g., transcripts from other institutions, certificates, awards, etc.).
4. Students who were Academically Dismissed because of academic dishonesty are not eligible for Academic Amnesty.

The Registrar's Office, upon receiving the written request, must receive approval from Community Life Student Financial Services, and the Office of the Provost before readmission will be granted.

- 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 Office of the Provost, grades of "D" and "F" are revised to "Q."

- b. Students who have been granted Academic Amnesty are not eligible for graduation honors.
- c. If any prior certificate or degree has been awarded through Liberty University, grades earned during that time period cannot be excluded when Academic Amnesty is applied. All grades earned toward a previously awarded certificate or conferred degree will remain on the student's transcript.
- d. All previously assigned academic standings will not change, and will remain part of the student's academic records for the respective terms for which they were earned.
- e. If, after the first term of enrollment following readmission under Academic Amnesty, the student's cumulative GPA falls below the minimum cumulative GPA required for good academic standing in the student's degree program, the student will be Academically Dismissed, and will not be permitted to submit any further appeals for permission to continue his/her studies through Liberty University.

For readmission to the resident programs, an application for readmission and \$50 readmission fee are required.

International Admission

Applicants whose native language is a language other than English must submit official scores for the Test of English as a Foreign Language (TOEFL) or an approved alternate 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)
- Level 109: ELS Educational Services (ELS)
- Advanced 6: Forum Intensive English Center (Forum)

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 studied for two or more years in a country where a waiver is currently provided, but where the student is not also a citizen of that country, the TOEFL may be waived.

Students who have attended an American college/university for two or more years may not be required to submit a test of English proficiency. Information regarding English proficiency tests may be obtained online as follows:

- TOEFL
- IELTS
- PTE
- iTEP
- Duolingo English test

Graduate Students Only

Applicants must earn a score of 80 on the Internet-based TOEFL, a 3.9 on the iTEP, a 6.5 on the IELTS, a 105 on the duolingo English test, or an equivalent score on an approved alternate test for all graduate degree programs. An official score report sent directly from the testing service must be submitted to the University before an admission decision can be made. Applicants who have an earned degree from a college or university in the U.S. or other English-speaking country or school may have the TOEFL requirement waived by the Office of Graduate Admissions. In addition, the Office of Graduate Admissions may require any student whose native official language is not English, regardless of citizenship, to submit a TOEFL score or score from an approved alternate test, if such documentation is deemed necessary. Enrollment in certain courses may be determined by the student's English proficiency test score in conjunction with other diagnostic assessments administered after the student matriculates on campus.

Undergraduate Students Only

Applicants who have completed secondary education or college-level academic coursework outside of the U.S. must have their transcripts evaluated by a credential evaluation service provider that is a member of the National Association of Credential Services (NACES®).

If the NACES credential evaluation was completed based on a preliminary secondary transcript for the purpose of admission to the University, the student must also submit a NACES evaluation of the final secondary credential before being permitted to register for second semester courses.

Online Students Only

The University offers general admission to its undergraduate program of study to applicants 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
- Duolingo English test: 90

Residential Students Only

Liberty University is authorized by the U.S. Department of Homeland Security to issue the SEVIS Form I-20 to eligible international students and their dependent family members. Any person who is not a U.S. citizen or Legal Permanent Resident of the United States and who desires to be admitted to the University and attend on campus courses while on Student (F-1) Visa Status must follow the procedure established by the Office of International Admissions. Applications for the fall semester should be submitted by April 1 and applications for the spring semester should be made by October 1.

Any college transcript from an educational institution outside of the U.S. must be officially translated into English and submitted to a credential

evaluation service accredited by the National Association of Credential Evaluation Services (NACES) at <https://www.naces.org/>.

At the discretion of the Office of International Admissions, applicants from English-speaking countries may also be required to submit an English proficiency test score that meets the required minimum.

The University offers general admission to its undergraduate program of study to applicants 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): 3.6
- Duolingo English test: 90

Some programs of study in the School of Aeronautics have higher English language proficiency requirements which students must meet before being admitted (for flight-based majors) or before enrolling in certain courses (e.g., aviation maintenance and aviation administration courses).

Minimum English proficiency test score requirements for admission to a School of Aeronautics major, minor, or certificate program of study leading to FAA certification or enrollment in a course leading to FAA certification are:

- TOEFL (Internet Based Test or iBT): 79
- International English Language Testing System (IELTS): 6.5
- Pearson Test of English (PTE): 55
- International Test of English Proficiency Academic Plus (iTEP): 3.9
- Successful completion of Level 7 at Language Consultants International (LCI)
- Successful completion of Level 112 at ELS Educational Services (ELS)
- Duolingo English test: 105

Students enrolled in these programs or courses, who do not reside in an English speaking country, are not eligible to have the English proficiency test requirement waived.

Unmarried students under the age of 21 are required to reside in housing provided by the University. Unmarried students who are 21 years of age or older may choose to reside off campus. It is strongly recommended that a minimum of one semester be spent in University housing to help international students adjust to the local area and culture. On-campus housing is not available for married students or those over the age of 25.

International students must be covered by an adequate health insurance policy each semester of enrollment. A mandatory student health insurance fee is added to the account of international students each fall and spring semester. It is the responsibility of international students to remain enrolled in an adequate health insurance policy while studying at the University.

As part of the admission requirements, international students must document availability of adequate funds to pay for all University-related expenses for the regular nine-month academic schedule. Those who intend to remain during the summer must document additional funds (approximately \$4,000 US) for living expenses.

Newly accepted international students are required to complete the International Online Orientation course on their ASIST account.

Parent and Family Connections

The Parent and Family Connections Office provides communication between the University and parents of Liberty University students in order to support student success, generate goodwill for the University, and promote an appropriate role for parents within the campus community.

Additional information on events and services is provided online at www.liberty.edu/casas/.

Articulation Agreements

The Virginia Community College System

A guaranteed admissions agreement exists between the Virginia Community College System (VCCS) and Liberty University. For details, visit the Registrar's webpage at <https://www.liberty.edu/registrar/course-transfer-equivalency/>.

Richard Bland College

A Guaranteed Transfer Agreement exists between Richard Bland College and Liberty University. For details, please contact the Registrar's Office at registrar@liberty.edu.

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. Department of Education FERPA site: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Additional information and University policies regarding the protection of student records are published online at www.liberty.edu/ferpa.