

RESIDENT GENERAL CERTIFICATE ADMISSION PROCEDURES

Resident Graduate Admissions Office:

Phone: (877) 298-9617

Fax: (800) 542-2311

Email: Residentgraduate@liberty.edu (residentgraduate@liberty.edu)

Text: 49596

Website: www.liberty.edu/residentgraduate

M,Tu,Th,F: 10:00 am – 9:00 pm EST

Wed: 9:00 am – 6:00 pm EST

Sat: 10:00 am – 6:00 pm EST

Mailing Address:

Liberty University

Office of Resident Graduate Admissions

1971 University Blvd.

Lynchburg, VA 24515

Items to be Submitted

Applicants must submit the following items to the Liberty University On-Campus Graduate Admissions Office in order to be considered for admission. Admission decisions are not made until all documentation has been received and evaluated.

1. Application for Admission

Application can be made online at www.liberty.edu/residentgraduate. To initiate an application by phone, graduate students may contact the **Resident Graduate Admissions Office** (1-877-298-9617).

2. Application Fee is non-refundable and non-transferable.

3. Academic Records

Applicants to master's-level certificate programs may submit an official transcript indicating successful completion of a baccalaureate degree program from an accredited institution. An "official transcript" is one that is received directly from the educational institution attended, or is sent to Liberty University (by any party) within the original, sealed, university envelope. Official transcripts should be sent to the Liberty University On-Campus Graduate Admissions Office. Applicants holding a bachelor's degree from an unaccredited institution who have also earned a master's degree from an accredited institution will be assessed on the basis of the master's-level degree. The Office of Graduate Admission may request additional documentation from applicants who do not meet admissions standards. If the Office of Graduate Admissions, in its professional opinion, determines that the documentation justifies the candidate's potential for success, the Office of Graduate Admissions may present the documentation to the Office of the Provost with a request to admit the student admission to students based on professional judgment.

4. Additional Requirements for Admission

Please see the *Program Specific Admissions Procedures* in the individual program sections of this Catalog for information regarding minimum grade-point-average requirements and additional items needed for acceptance.

Conditional Enrollment

Conditional enrollment is not available to students pursuing certificates.

Self-Certification Form

Undergraduate students seeking admission to an online graduate certificate are not permitted to complete a Self-Certification. Students must submit transcripts indicating successful completion of a bachelor's degree or higher.

Transfer Students

Graduate applicants who intend to transfer to the University must be eligible for re-enrollment or readmission to the graduate program at the institution they most recently attended.

Transfer of Credits

A maximum of 50% of the program hours may be transferred if approved and allowable, including credit from an earned degree from Liberty University on the same academic level. Credits from classes taken through Liberty University for a degree or a certificate conferred after January 25, 2013 can be transferred to a certificate.

Outgoing Transfer Credit

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

Readmission

Students must apply for readmission if they have broken enrollment.

Residential students break enrollment if they do not maintain continuous enrollment every Fall and Spring semester.

Online students break enrollment if they do not matriculate in a course at least once every academic year.

Admission status is subject to the terms of any previous academic or disciplinary probation, suspension, or dismissal. Students must submit 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. Admission decisions for re-applicants will be based on the current admission criteria of the respective degree program at the time the re-application is submitted.

Students who break enrollment and apply for readmission will be required to follow the current degree completion plan 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.

Certificate Candidacy

Requirements for Certificate Candidacy vary by program. See the Admission Requirements Matrix for Certificates.

Admission Notification

When all required items have been received, applicants will be notified of an admission decision from the Office of Graduate Admissions or the appropriate academic department. Course registration information and

pertinent information about financial check-in are included in the letter of acceptance.

FERPA – Privacy of Student Records: Family Educational Rights and Privacy Act

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 web site at <http://www.liberty.edu/registrar>.