

ADMISSION TO THE COLLEGE

The College invites applications for admission from students who demonstrate academic ability and who are seriously interested in total development of character, intellect, leadership and skills. Alderson-Broaddus College does not discriminate on the basis of creed, religion, national and ethnic origin, age, race, color, gender, or handicap in the administration of its educational programs, admissions policies, financial aid policies, and/or programs, athletics, co-curricular activities, employment practices, or other College-administered programs.

Requirements for Admission

Freshman Student Admission

High school students seeking admission to the College are urged to apply during the spring semester of the junior year or the fall semester of the senior year. Students who are already graduates of secondary schools or who have earned a GED should apply early. Applications are accepted throughout the year.

In addition to the completed application for admission, students seeking freshman admission must submit the following:

1. \$25.00 non-refundable application fee.
2. Results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT).
3. Official secondary school transcripts. High school students may be considered for admission with grades reported through their junior year in high school. Final transcripts noting certification of graduation must also be submitted. Those students earning a GED must submit official record of scores achieved.

Although a particular course of study is not required, a student should have at least ten (preferable fifteen) units in college preparatory subjects such as English, algebra, geometry, science and social studies.

Individual consideration is given to veterans and other mature applicants who may not meet all requirements.

All students seeking admission as music education, applied music (performance), or musical arts majors must audition for admission. Information regarding the requirements and scheduling of auditions is available from the Music Department and Admissions Office (See page 95).

Home Schooled Student Admission

Home schooled students seeking regular admission to the College are urged to apply during the spring of the junior year or fall of the senior year. Students applying must be 16 years of age or older.

In addition to the completed application for admission, home schooled students seeking freshman admission must submit the following:

1. \$25.00 non-refundable application fee.
2. Results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT).

3. Official secondary school transcripts (if any). Final transcripts noting certification of graduation must also be submitted. Those students earning a GED must submit an official record of scores achieved, or the director of admissions may require all or a combination of the following items for admission to the College:

1. Official scores from the Comprehensive Test of Basic Skills, the California Achievement Test, the Stanford Achievement Test, or the Iowa Test of Basic Skills, or an individual achievement test that provides national standardized statistical results and taken within two years prior to the application for admission to Alderson-Broaddus College.
2. Results from the English and math placement tests administered by Alderson-Broaddus College.
3. A portfolio of work completed by the student in the last three years prior to the application for admission to Alderson-Broaddus College.

Transfer Student Admission

A student who desires to transfer with advanced standing from another college must submit a completed application for admission. The following are necessary to complete the transfer student admission file:

1. \$25.00 non-refundable application fee. Some programs may require additional application fees.
2. Results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Students with 29 or more transferable semester credit hours may not be required to submit ACT or SAT results.
3. Official secondary school transcripts. Students with a GED must submit official record of scores achieved.
4. Official transcripts from all colleges attended.
5. Transfer clearance form. This form is provided by Alderson-Broaddus College. It must be completed by the dean of students of the last institution attended.

A student whose cumulative grade point average from all colleges and universities averages below 2.0, will be admitted on academic probation (See page 45).

Courses, which the student has earned a "D" or an "F" at another institution, will not receive transfer credit at Alderson-Broaddus College. Course work is not typically transferable from an unaccredited institution. However, under certain circumstances, it may be provisionally accepted at the time of admission. Meeting a specified academic standard may validate such credits.

(See page 39 for a complete listing of transfer credit policies).

Special transfer information for individual programs is as follows:

Nursing: The Department of Nursing and the Office of Admissions base transfer into the nursing program upon previous college experience and LPN and/or RN license, and review. Transfers are then accepted into the program at the appropriate level.

Radiography: The College recognizes the achievements of students who, prior to admission to Alderson-Broaddus, have attained their certification as radiologic technologist through having successfully (1) completed a program approved by the American Registry of Radiologic Technologists; and (2) passed the Registry's certification examination (now nationally scheduled and administered by Education Testing Service). Upon appropriate evidence of Radiologic Technologist (RT) certification, the College will grant (based upon completion of the hospital program) 60 credits toward a major in Radiography. "Appropriate evidence of certification" is defined as including an official copy of the school record, official copy of the score earned on the Registry Examination, certified to be passing; and a copy of the related certificate. Students passing the Registry as part of an associate degree program will receive credit for all applicable college hours completed as part of that program. A student may also enter Alderson-Broaddus College prior to clinical experience. The Bachelor of Science degree will be awarded upon completion of course work, clinical experience and registry certification.

Physician Assistant: Transfer students should be aware that the program requires three years of study at Alderson-Broaddus College regardless of the number of credits approved for transfer. The physician assistant program only accepts applications through the Central Application Service for Physician Assistants (CASPA), a web-based service. Refer to the *Physician Assistant Program Manual* for complete information.

Physician Assistant Early Acceptance Program:

Eligibility Requirements:

High School students who meet the following eligibility requirements will receive privileged consideration for early acceptance:

1. High school course work – A total of fifteen units (classes) within which each of the following are represented:
 - English
 - Algebra
 - Geometry
 - Science
 - Social Studies
2. High school grade point average equivalent to 3.0 or higher on a 4.0 grade point scale;
3. ACT composite of 21 or higher, or SAT combined 1000 or higher;
4. Satisfactory early acceptance interview.

Process

1. Qualified high school students will be invited for pre-offer interview with the physician assistant program director and/or faculty;
2. Upon receipt of all needed documents, and successful interview, a written offer of early acceptance will be presented to qualified applicants. Up to fifteen positions will be awarded each year on a rolling basis;
3. The student will accept the offer by signing a document of understanding

- which specifies all requirements and conditions;
4. The student must complete regular physician assistant program application process by respective deadline;
 5. Upon receipt of physician assistant program application, the program's admissions committee will determine if all conditions have been met. If so, the student will continue into the physician assistant program;
 6. Students, who accept the offer of early acceptance but fail to satisfy all requirements, may be considered within the general physician assistant program applicant pool.

Requirements

In order for a student to maintain the status of early acceptance in the Alderson-Broaddus College Physician Assistant Program, the following requirements must be met:

- Complete all physician assistant program science pre-requisites at Alderson-Broaddus College,*
- Complete at least three semesters at Alderson-Broaddus College as a full-time student prior to the physician assistant program application deadline,
- Achieve a 3.25 or higher grade point average in all completed physician assistant program science pre-requisites by the program application deadline,**
- Achieve a 3.25 or higher grade point average cumulatively by the physician assistant program application deadline,
- A grade of "D" or "F" in any of the physician assistant program science pre-requisites will disqualify the student from early acceptance status,
- Must complete the regular application process to the physician assistant program by the respective deadline,
- Include three satisfactory references with the application, including one from the Alderson-Broaddus College Campus Life Office,
- Must meet all application requirements and conditions of the physician assistant program,
- Student is encouraged, but not required, to "shadow" a graduate physician assistant so as to improve their understanding of the profession.

**College courses completed, as part of a high school dual enrollment program will be evaluated on an individual basis.*

***GPA will be calculated on first attempts only. Grades from repeated courses will not be included in the calculation.*

Mimimum Standards for Admission to Other Programs

Communications: In order to qualify for automatic admission to the communication major, students must have either an ACT English score of 20 or above (SAT Verbal score of 400 or above) OR a score of 70 or above on the Alderson-Broaddus Language Proficiency Test.

Students who do not qualify for the major on the basis of entrance test scores may be admitted to the major after earning a grade of A or B in English 190 and Speech 130 at Alderson-Broaddus AND submitting a satisfactory portfolio of graded writing and videotaped speeches from these courses.

Exceptions to these standards will be made only after review by the communications faculty.

Creative Writing: In order to qualify for automatic admission to the communication major, students must have either an ACT English score of 20 or above (SAT Verbal score of 400 or above) OR a score of 70 or above on the Alderson-Broadus Language Proficiency Test.

Students who do not qualify for the major on the basis of entrance test scores may be admitted to the major after earning a grade of A or B in English 190 at Alderson-Broadus AND submitting a satisfactory portfolio of graded writing from that course.

Exceptions to these standards will be made only after review by the literature and writing faculty.

RN-BSN Degree Completion Program: Requires the applicant to have a current, unencumbered license as a registered professional nurse; have graduated from an approved associate degree or diploma program in nursing; provide transcript of all prior academic work. Registered nurses must have at least one (1) year of full-time work experience or its equivalent (2080 hours) in the past 5 years or have completed a certified RN refresher course. Note: Recent graduates of approved programs may be admitted on a provisional basis.

LPN-BSN Degree Completion Program: Requires the applicant to have a current, unencumbered license as a licensed practical nurse; a transcript from an approved program in licensed practical nursing; achieve at least the national pass rate on a standardized placement test administered by the nursing department; and a list of all work experience since graduation

Provisional admission may be granted to an LPN applicant who has either not taken the NLN Comprehensive or has not achieved the minimum score of 55. These students will be required to take the "LPN-GAP" ERI test and score the national pass rate in order to progress into the nursing course sequence.

Secondary Education-English Program: In order to qualify for automatic admission to the Secondary Education-English program, students must have either an ACT English score of 20 or above (SAT Verbal score of 400 or above) OR a score of 70 or above on the Alderson-Broadus Language Proficiency Test.

Students who do not qualify on the basis of entrance test scores may be admitted to the program after earning a grade of A or B in English 190 at Alderson-Broadus AND submitting a satisfactory portfolio of graded writing from that course.

Exceptions to these standards will be made only after review by the literature and writing faculty.

Foreign Student Admission

The College is authorized under federal law to enroll non-immigrant alien

students. A student from a foreign country who seeks admission to the College must submit the following:

1. Completed application for foreign admission.
2. Test Scores:
 - Test of English as a Foreign Language (TOEFL) if English is a second language.
 - American College Test (ACT) or the Scholastic Aptitude Test (SAT) if English is the first language.
3. Official transcripts of all preparatory school, college and university work. Transcripts must be written in English.
4. Affidavit of support form (supplied by the College).

A minimum TOEFL score of 500 is required for admission. Students scoring between 500 and 550 will be required to take English 180 and are permitted to take no more than 12 credit hours during their first semester of enrollment. Students scoring above 550 will be granted regular admission but may still be required to take English 180.

Admission of Non-Degree, Part-Time and Transient Students

Non-Degree Students: Persons who do not desire to work toward a degree (identified as a non-degree student) may be admitted to regular course work provided evidence is submitted of graduation from a secondary school or its equivalent. Such a student must submit an application for admission as a non-degree student, provide transcripts from all high schools and colleges attended, and have a transfer clearance form available from the Admissions Office filled out by the college most recently attended.

Non-degree students are limited to 6 credit hours per semester. No institutional financial aid is available to non-degree students. A student may not accrue more than 16 credit hours as a non-degree student. If such a student later desires to enroll as a degree-seeking student, an application for regular admission to the College must be completed and processed. A student who has been denied regular admission as a degree-seeking student may not be admitted as non-degree student within two years of that denial.

Part-Time Students: Students who desire to enroll on a part-time basis as degree-seeking students must follow the same procedure for admission and meet the same admission standards, as do full-time students.

Transient Students: Students who are regularly enrolled in another college may enroll as transient students. These students should contact the Registrar of the College at least two weeks before the beginning of the semester for which enrollment is desired. The registrar of the college or university in which the student is regularly enrolled must forward a statement of good standing and permission to take specified courses.

Admission of Learning Disabled Students

Information about the admission of an, accommodations for learning disabled students can be found on page 59.

Process of Admission Confirmation

The admissions staff or the appropriate faculty/staff committee will make a decision on a student's application after all the required credentials have been presented. Students can be accepted throughout the year and can be admitted any semester.

The College reserves the right to deny admission to any applicant whose academic history or personal qualifications are judged to be unsuitable for college work and living at Alderson-Broaddus.

Upon acceptance, each student will receive an acceptance packet with the appropriate housing form, student health assessment form and parental permission form (if required). The student is asked to return these forms with a \$100 enrollment deposit. The deposit will guarantee enrollment in the student's chosen major, secure any financial aid that has been awarded to the student, and serve as the residence hall damage deposit required of students living on campus. The \$100 enrollment deposit is refundable until May 1 of the intended year of enrollment.

Admission to the Honors Program

High school students identified on the basis of markedly superior academic performance and superior performance on national college entrance examinations as potential honors students will be invited to participate in the honors program. Minimum criteria are:

1. ACT composite score of 26 or SAT combined score of 1140.
2. Placement in the top 10% of graduating class or a high school GPA of 3.5.
3. The names of two references from the students high school, who if contacted could give a recommendation.

Any qualified transfer student who has completed 39 or fewer credit hours or who will be a full-time student at Alderson-Broaddus College for at least six semesters may apply for admission to the honors program. Minimum criteria are:

1. ACT composite score of 26 or SAT combined score of 1140.
2. 3.40 cumulative GPA from transfer institution.
3. The names of two references at the college the student is transferring from, who if contacted could give a recommendation.

Any qualified student currently enrolled at Alderson-Broaddus who has completed 39 or fewer semester hours may apply for admission to the honors program. Minimum criteria are:

1. 3.40 cumulative GPA at Alderson-Broaddus College.
2. The names of two references at Alderson-Broaddus College, who if contacted could give a recommendation.

Early Admission

Students who have maintained an above average high school record may be granted regular admission to the College upon completion of the junior year. Students who apply for early admission are required to furnish credentials and records as stipulated in **Requirements for Admission**. In addition, the College requires that the student's high school principal or counselor submit a letter recommending the student for early admission.

A student accepted under the early admission policy is not required to show

evidence of having earned a high school diploma. Upon request, the College will attempt to arrange a freshman-year curriculum for the student with course work that parallels the high school classes for which credit is needed. The student's principal and/or local board of education must approve such an arrangement. Through this procedure the student may earn a high school diploma while attending college.

Eligibility of High School Students To Take College Courses

The College admits a limited number of outstanding high school students to take courses for academic credit or audit on a part-time basis during their senior year. Such students are generally involved each school day in both college courses and high school courses. To be eligible for such admission, the student must:

1. Have completed the junior year of the college-bound curriculum of the high school. (Consideration will be given to the request of a lower level student who is unusually gifted in the subject area involved.)
2. Have a 3.0 or better average on high school subjects in the college-bound curriculum.
3. Have the recommendation of the high school principal and the latter's judgment of the value of college study to this student.
4. File an application for admission and submit an ACT or SAT score and high school transcripts.
5. Be approved by the Office of Admissions. The Registrar and the instructor of the course will be consulted regarding the student's background and competency for the desired course and about its availability.
6. Pay appropriate college fees. Credit earned is college credit and will be recorded as such with the privilege of transcripts to other institutions. The student who is admitted as an auditor will not receive college credit.

A student admitted on this basis who desires to enroll at the College following high school graduation is required to submit a letter to the Admissions Office requesting admission.

Readmission to the College

A student who has withdrawn from the College must apply to the Admissions Office for readmission. If a student has been academically suspended, the application for readmission will be forwarded to the vice president for academic affairs. A student seeking readmission to the College and desiring to enroll for the first time in the physician assistant program must apply through the Admissions Office. The application fee for readmission is \$10, nonrefundable. Some programs may require additional application fees.

Opportunities for Advanced Placement and/or Credit by Examination

Alderson-Broadus College makes possible, to persons who may have acquired various kinds of education in either traditional or nontraditional ways, and based upon the testing systems listed below, opportunity to earn college credit, achieve waiver of requirements, or attain advanced placement, as appropriate. For those who qualify opportunities include (1) the Advanced

Placement Program of the College Entrance Examination Board (2) the College Level Examination Program (CLEP) (3) the Proficiency Examination Program (PEP) available through the American College Testing Program (ACT) and (4) faculty-made comprehensive examinations, available to those who meet approved specifications as found upon the application form itself, and in conjunction only with the possibility of earning credit in Alderson-Broaddus courses for which no approved CLEP equivalent exists. Credit by examination, up to a maximum of 60 semester hours, may be counted toward a baccalaureate degree at Alderson-Broaddus College.

Admission for A-B Online Program (*Not Currently Offered*)

Anyone wishing to become a distance education student must have a minimum of a high school diploma or GED. High school students are eligible to enroll with special permission. If a student wishes to apply online courses towards a degree program at the College, then the student must apply for regular admission and be accepted under the existing admission policies and procedures of the College. Students enrolled as regular (on-campus) students at Alderson-Broaddus College are not eligible to enroll in distance education courses. The provost/vice president of academic affairs may grant an exception to this policy. It is anticipated these exceptions would only be granted in a timely manner. Regular on-campus students are allowed to enroll in summer on-line courses provided they are not simultaneously enrolled in regular on-campus courses that summer term.

A-B Online admits a limited number of outstanding high school students to take courses for academic credit on a part-time basis during their senior year. Such students are generally involved each day in both college courses and high school courses. To be eligible for admission, the student must:

- Have completed the junior year of the college-bound curriculum of the high school. Consideration will be given to the request of a lower level student who is unusually gifted in the subject area involved.
- Have a 3.0 or better average on high school subjects in the college-bound curriculum.
- Have the recommendation of the high school principal and the latter's judgment of the student's level of responsibility and readiness to engage in self-paced learning via distance education.
- Pay appropriate "A-B Online" fees. Credit earned is college credit and will be recorded as such with the privilege of transcripts to other institutions.