

Application Procedures for Freshmen and Non-Transfer Students

High School Graduates:

General Requirements:

1. A high school diploma (official transcript with graduation date required).
2. An Overall Grade Point Average of at least 2.10 on a 4.00 scale and a composite score of at least 17 on the ACT or at least a 920 on the SAT.
3. Recommended completion of Higher Education Policy Commission (HEPC) academic core unit requirements:
 - 4 units of English (including English 12CR and courses in grammar, composition, and literature)
 - 4 units of mathematics (three units must be Algebra I and higher or Math I or higher; Transitional Math for seniors will also be accepted). Courses designed as “support courses”, such as Math I Lab or Math I Support, that provide extra instructional time but no additional content shall not be acceptable as meeting the required 4 mathematics course core requirements.
 - 3 units of social studies (including U.S. studies/history)
 - 3 units of science (all units must be college-preparatory laboratory science, preferably including units from biology, chemistry, and physics)
 - 2 units of world language (two units of the same world language; sign language is also acceptable)
 - 1 unit of arts

Students seeking admission to four-year degree programs must earn credit for the courses listed above.

Applicants who have not completed the HEPC course requirements may be admitted, but must complete commensurate college-level coursework prior to degree completion. Please consult an academic advisor for specific course requirements.

First-time freshmen pursuing a four-year baccalaureate degree who meet all admission requirements will be admitted unconditionally.

A very limited number of students who do not meet the GPA, ACT/SAT, or Higher Education Policy Commission general requirements for admission may be admitted provisionally to Alderson Broaddus University. Under the terms of the admissions policy, only a limited number of provisionally admitted students will be permitted to enroll. For specific requirements for provisionally admitted students, see “Provisional Admission.” Students who do not meet the general or conditional requirements may appeal the decision through the Admission Appeals Committee.

Required Application Materials:

1. Completed application for admission.
2. An official, final transcript, including graduation date, sent directly from the student's high school to the Office of Admissions at Alderson Broaddus University.
3. Official college transcript sent to the Alderson Broaddus University Admissions Office directly from the college or university if a student has completed college course(s) while in high school or in summer school.
4. American College Test (ACT) or Scholastic Aptitude Test (SAT) scores sent directly from the testing agency. The Higher Education Policy Commission requires that all freshmen submit the American College Test (ACT) or Scholastic Aptitude Test (SAT) scores except applicants who graduated from high school five years or more ago. (Applicants who graduated from high school five years or more ago and who lack test scores must pass placement exams or designated English and mathematics prerequisites before they are permitted to enroll in courses in English and mathematics.) ACT or SAT test scores are used in placing students in English and mathematics, for scholarship and loan applications, for academic counseling, for determining eligibility for certain degree programs, and in part to meet NCAA athletic eligibility requirements.

Provisional Admission of Freshman Students:

Students who have met minimum admission requirements but who are unable to provide one or more of certain required application materials may be admitted provisionally in some instances. Freshman students may be provisionally admitted to the university for one semester only with the following minimum documentation:

1. Completed application for admission.
2. Preliminary high school transcript showing senior schedule or passing score on designated state high school equivalency exam;
3. American College Test (ACT) or Scholastic Aptitude Test (SAT) exams with minimum required scores.

Freshman students will be fully admitted to the university and will be eligible to register for succeeding terms when all admission requirements have been met and all required materials have been received.

A student who attends another collegiate institution during the summer session immediately following graduation from high school is admitted as an entering freshman with advanced standing.

High School Equivalency Diploma Recipients: (GED)

A student holding a high school equivalency diploma may be admitted to Alderson Broaddus University if s/he passes the GED (General Education Development Test) with scores considered acceptable for admission. Applicants for admission who have held the high school equivalency diploma for at least five years subsequent to the graduation date of their high school class are not required to submit ACT or SAT score. Applicants holding the high school equivalency diploma for fewer than five years subsequent to the graduation date of their high school class must submit ACT or SAT scores. Students admitted without ACT or SAT scores are required to take English and math placement examinations prior to course registration. A limited number of students who do not meet high school equivalency test and ACT/SAT requirements may be admitted to Alderson Broaddus University at the discretion of the Admission Appeals Committee (see Provisional Admission). Students holding a high school equivalency diploma may not enroll at Alderson Broaddus University prior to the graduation date of their high school class. When extenuating circumstances exist, high school equivalency diploma recipients who wish to enroll before their high school class has graduated may appeal for early acceptance as freshmen to the Director of Admissions.

High School Equivalency Diploma Admission Requirements:

1. Applicants for high school equivalency diploma admission must be beyond the age and time of their regular high school graduating class.
2. Applicants must have official high school equivalency test scores sent directly from the state testing center or state department of education.
3. A high school equivalency diploma recipient is admitted on the basis of obtaining high school equivalency test scores considered acceptable for admission to Alderson Broaddus University. Please contact the Admissions Office for more specific acceptable high school equivalency test score requirements. No course credit is granted for completion of a high school equivalency diploma.

Application Procedures for Transfer Students:

General Requirements:

All transfer students must be eligible to return to the institution they most recently attended.

- Have earned 12 graded college-level semester hours while maintaining a 2.00 cumulative college GPA.

Transfer students who do not meet either of these requirements may appeal the decision through the Admission Appeals Committee. A very limited number of students who do not meet the college GPA general requirements for admission may be admitted provisionally to Alderson Broaddus University. Under the terms of the admissions policy, only a limited number of provisionally admitted students will be permitted to enroll. For specific requirements for provisionally admitted students, see "Provisional Admission."

Admission to Alderson Broaddus University does not guarantee admission to specific academic programs. Students must meet all requirements of an academic program in order to be admitted to that program.

Required Application Materials:

1. Completed application for admission. (The application must be complete before transfer students can be considered for admission to the university.)
2. Official transcripts from the Registrar's Office of all accepted, accredited institutions attended must be sent directly to the Alderson Broaddus University Admissions Office.

Evaluation of Credit:

Transfer Students from Colleges or Universities:

Credits and grades earned for all baccalaureate level courses at any accredited baccalaureate degree-granting institution and community colleges will be evaluated by the Registrar of Alderson Broaddus University.

Evaluation of Transfer Credit:

Transfer students should apply to Alderson Broaddus University and submit their credentials at least two weeks before course registration to allow ample time for an evaluation of their credits.

All materials and credentials submitted to the Admissions Office become the property of Alderson Broaddus University and will not be returned or released to third parties..

Appeal of Denial of Transfer Credit(s)

All appeals regarding transfer credit evaluations need to be discussed with the Registrar's Office (reg@ab.edu). The Registrar's Office will respond within 10 business days. If the decision is in favor of the student, s/he will be notified and the student's permanent record will be changed.

Provisional Admission of Transfer Students

Transfer students may be provisionally admitted to Alderson Broaddus University for one semester only with the following minimum documentation:

1. Completed application for admission.
2. Transfer Applicants who have earned 12 or more semester hours from accepted, accredited institution(s) and who are currently enrolled while in good standing may be provisionally admitted pending receipt of all outstanding official, final college transcripts.

Transfer students will be fully admitted to the university and will be eligible to register for succeeding terms when all requirements have been met and all required documentation has been received.

International Undergraduate Application Procedure:

1. Official transcripts from your high school that shows a cumulative grade point average that translates to 2.0 on the American scale. International applicants will be required to furnish a grade translation.
2. Any student transferring from a college or university outside the United States must absolutely file a transcript evaluation. The evaluation should have a course-by-course evaluation, accreditation, and grade point average equivalence. No credit will be given for courses taken outside the U.S. without this evaluation.
3. Acceptable English skills. International students who come from English speaking countries are exempt. All other international applicants will need to have a TOEFL score of 500 (paper-based test) or 61 (internet test). Alderson Broaddus University also accept the IELTS overall band score of 5.0.

Application Procedure for Degree Completion Students:

LPN to BSN Program

Required Application Materials:

1. Completed LPN to BSN application for admission.
2. An official, final LPN transcript, including graduation date, sent directly from the student's high school to the Office of Admissions at Alderson Broaddus University.
3. Current unencumbered license as a license practical nurse.
4. Achievement of at least a 69% cumulative score on the HESI A2 Admissions Assessment Exam.
5. The last date for submission of the application materials is February 15 of each year.

Transferrable credits:

1. Credit by examination (policies applicable to the overall University, see Alderson Broaddus University Catalog).
2. Credit by transfer.
3. Credit by escrow. Upon completion of 12 credits at Alderson Broaddus University in the nursing major and a GPA of 2.5 (on a 4.0 scale), the student will receive 20 hours of credit toward the required 120 credits necessary for graduation. Escrow credit will be awarded for the following course: Anatomy & Physiology, Chemistry, Nutrition, Medical Terminology and Nursing Fundamentals.
4. Credits earned by taking course work toward degree requirements.

RN to BSN Program:

Required Application Materials:

1. Current unencumbered license as a registered professional nurse.
2. Graduate from an approved associate degree or diploma program in nursing.
3. Transcripts from all prior academic work.

Transferrable credits:

1. Credit by examination
2. Credit by transfer
3. Credit by escrow. Upon completion of 10 semester credit hours at Alderson Broaddus University in the nursing program and a GPA of 2.5, the student may receive up to 40 hours of credit toward the required 120 credits necessary for graduation.

Application Procedure for Graduate Students

M.S. in Physician Assistant Studies

The Alderson Broaddus University College of Medical Science, School of Physician Assistant Studies participates in the Central Application Service for Physician Assistants (CASPA) for the receipt and processing of all applications on a rolling admissions cycle. This means that applications are processed and interviews are arranged as applications are received, NOT after the application deadline has passed. The deadline for the CASPA application for the Alderson Broaddus University School of Physician Assistant Studies is March 1 of each year.

Supplemental Application

The supplemental application must also be received by the CASPA application deadline of March 1st. There is no fee for the supplemental application.

Bachelor's Degree

Prior to matriculation, applicants must have earned a bachelor's degree from a regionally accredited University or college, or a bachelor's degree certified through World Education Services.

Undergraduate Grade Point Average

The CASPA Total Cumulative Undergraduate GPA must be at least a 3.0; a minimum CASPA Total Undergraduate Science GPA of 3.0; and Alderson Broaddus University Physician Assistant Studies Program Prerequisite course GPA minimum of 3.0.

Prerequisite Course Requirements

Human Anatomy and Physiology 1 and 2 with lab (6-8 credit hours)

Microbiology with lab (4 credit hours)

Statistics (3 credit hours)

General Chemistry with lab (4 credit hours)

Organic Chemistry or Biochemistry with lab (4 credit hours)

*Upper-Level Sciences (8 credit hours)

All prerequisite coursework must be completed prior to matriculation. If a candidate is selected for admission into the Program with incomplete prerequisite courses it is a provisional acceptance and the student must provide proof of successful completion of the course prior to matriculation into the Program. Successful applicants must maintain minimal GPA requirements through matriculation.

Science prerequisite coursework older than seven years is typically not considered. Prerequisite courses must have a letter grade. Pass/fail courses will not be accepted. Advanced Placement (AP) credits from high school and/or bypass credits do not typically fulfill any of the above prerequisite requirements.

Standardized Testing

The GRE is required, the University's code number is 5005.

Shadowing Requirement

A minimum of 40 hours of shadowing must be completed by matriculation. The applicant must shadow a Physician Assistant to meet the requirement.

Computer Skills

Applicants are expected to possess word processing and internet browsing skills upon entry to the Program.

International Applicants

For applicants who have earned degrees outside the United States, the following must be completed prior to applying:

1. Achievement of satisfactory scores (550 paper based, 173 computer based, or 61 internet based) on the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English.
2. Completion of the prerequisite coursework required of all applicants at an accredited institution of higher education in the United States, even if these courses were previously taken in the applicant's native country.
3. Evaluation of foreign transcripts to ascertain equivalencies to United States educational standards: World Education Services, www.wes.org.

M.S. in Anatomy Program (Subject to Change)**Bachelor's Degree**

To be considered for admission in the Master of Science in anatomy program, you must have a B.A. or B.S. or complete the requirements for a degree before enrollment. The degree should be in the biological, chemical or physical sciences; however, applicants with non-science degrees will be considered if they have a strong science background. The bachelor's degree must be from a regionally accredited institution.

Academic requirements

A prerequisite GPA and cumulative GPA of 3.0 or higher is required for admission. All prerequisite courses must be taken at regionally accredited institutions (or foreign equivalents). No grade lower than a C accepted for prerequisite coursework. CLEP credits, AP credits and P/F credits will not be considered for prerequisites.

Entrance exams

Applicants must supply exam results from the Graduate Record Examination (GRE). Competitive scores are Qualitative 150, verbal 150 and Analytical writing 3.5. Test scores more than three years old are not accepted.

Prerequisite Coursework

The College Level courses below are required for admission; you may apply while coursework is in progress.

Anatomy & Physiology – 8 semester hours with laboratory

General chemistry – 8 semester hours with lab

Organic chemistry – 8 semester hours with lab

Physics I or II – 4 semester hours with lab

Statistics – 3 semester hours

Computer Skills

Applicants are expected to possess word processing and internet browsing skills upon entry to the Program.

International Applicants

For applicants who have earned degrees outside the United States, the following must be completed prior to applying:

1. Achievement of satisfactory scores (550 paper based, 173 computer based, or 61 internet based) on the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English.
2. Completion of the prerequisite coursework required of all applicants at an accredited institution of higher education in the United States, even if these courses were previously taken in the applicant's native country.
3. Evaluation of foreign transcripts to ascertain equivalencies to United States educational standards: World Education Services, www.wes.org.

M.Ed. Teacher Leader Program

Admission requirements will be verified from a checklist and points awarded for each checklist item. A minimum number of points will be established to accept program entrants or establish a candidate selection preference.

Required elements for program entry:

1. A current valid teaching license in a current field of teaching (required)
2. Completed and signed application
3. Three letters of reference

Rubric-Scaled Elements for Program Entry:

1. Undergraduate transcript verifying overall GPA of 3.0

2. Pre-qualifying MAT score of 50
3. Reflective essays: Statement of Professional Intent and Goals for Becoming a Teacher Leader
4. Pre-qualifying entrance to program interview (skype or face-interview)