

# ADMISSION POLICIES

Lewis University provides pathways for students to enroll in university-level programs, regardless of their prior preparation. Students who meet the admissions criteria specified below, including any program-specific standards, will qualify to enter any bachelor's degree-granting program\*. Students who do not meet the criteria below will qualify to enter any associate's degree-granting program.

*\* The Bachelor of Science in Nursing program has additional admissions standards. Only students who meet these requirements will be admitted directly into this program.*

## Requirements for Applicants as First-Year Students

1. Applicants must have graduated from an approved high school with a combination of grade point average, class rank, and ACT or SAT score which indicates a strong likelihood of success in university studies.
2. Applicants must have accumulated 18 high school units. Three of those units should be in English; the remaining 15 units should be chosen from a college preparatory curriculum.
3. Applicants for admission must complete an Admission Application and have their high schools forward an official student transcript. Students must have their ACT or SAT scores sent to the Office of Admission. Veterans must submit a DD214.

## Dual Admission - Undergraduate and Graduate

Dual admission creates the opportunity for incoming first-year applicants to apply and be admitted to a Lewis undergraduate and select graduate program at the same time. This allows exceptional applicants to apply to reserve a seat in a graduate program once they have been accepted to Lewis University. Students who meet the entry requirements set by the dual admission program must also apply for dual admission status. Admitted students will sign a written agreement that specifies all program requirements and expectations for entering the graduate program. Admission to graduate programs is provisional. Final admission to the graduate program is contingent upon meeting requirements outlined in the agreement. Only incoming first-year applicants are eligible for dual admission programs. Click on the link below for program specific information:

Dual Admissions Pharmacy - Midwestern University

Dual Admissions - Lake Erie College of Osteopathic Medicine (Pharmacy, Dental Medicine, Osteopathic Medicine, Podiatric Medicine)

Dual Admissions - Occupational Therapy - Lewis University

Dual Admissions - Department of Biology and Physical Therapy - Lewis University

Dual Acceptance Program with Chicago College of Optometry – Midwestern University

## Additional Requirements for Nursing Students

1. First-year applicants to the nursing program are strongly advised to have completed one year of high school chemistry and two years of high school mathematics, with a grade of "C" or above in each class.
2. First-year applicants who plan to major in nursing should have an ACT composite score of 22 or above.
3. Applicants must meet the following requirements for College Board scores:
  - a. Direct Entry Nursing Majors:
    - i. Effective Fall 2019, students' College Board scores with the SAT \*1110 (1100 to 1120) or above or ACT of 22 or above will be required in lieu of the KAT test.
    - ii. Reading score below SAT 560 or ACT 22 will require READ 15100 Academic Reading for the Nursing and Health Professions (passed with a B or better).
    - iii. Math score below SAT 540 or ACT 22 will require MATH 11500 Introduction to Mathematical Thinking (passed with a B or better).
  - b. Pre-Nursing:
    - i. Effective Fall 2019, students' College Board scores with the SAT \*1040 (1030 to 1050) or above or ACT of 20 or above will be required in lieu of the KAT test.
    - ii. Reading score below SAT 560 or ACT 22 will require READ 15100 Academic Reading for the Nursing and Health Professions (passed with a B or better).
    - iii. Math score below SAT 540 or ACT 22 will require MATH 11500 Introduction to Mathematical Thinking (passed with a B or better).
    - iv. Pathophysiology must be completed prior to the start of Sophomore II Nursing courses at Lewis University.
  - c. Transfer Admissions and BAC/BSN:
    - i. Effective Fall 2019, students' College Board scores with the SAT \*1110 (1100 to 1120) or above or ACT of 22 or above, with a reading score (560/22) and math score (540/22), will be admitted to the College of Nursing and Health Sciences.
    - ii. If the transfer student is unable to submit College Board scores, then the Kaplan Admission Test (KAT) or TEAS (ATI) score is required; the first attempt will be accepted.
    - iii. Pathophysiology must be completed at Lewis University with a C or better.
4. Admission, progression, curriculum, and graduation policies of the pre-licensure track are subject to change in order to comply with the requirements of the current Illinois Nursing and Advanced Practice Nursing Act, Rules for the Administration of Nursing and Advanced Practice Nursing Act, and *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing, 2008).
5. Students must receive a grade of "C" or higher in required science courses to progress to the next semester in the program. Students who receive only one failing grade in a science (C-, D, F, or W) will be allowed to repeat that course once. Science theory courses and science labs are counted as separate classes. Upon a second failed science course, or if the student fails or withdraws from both theory and lab during the semester, the student will be notified that he/she has been academically dismissed from the nursing major. A student may repeat a required general education support course in which they earn a "C-", "D", "F", or "W" only once and if the student does

not earn a minimum of a “C” on the second attempt he/she will be academically dismissed from the nursing major. Dismissal from the College of Nursing and Health Sciences does not necessarily result in dismissal from the University.

6. Prior to entering clinical courses, every pre-licensure College of Nursing and Health Sciences student must complete a disclosure form, similar to the disclosure required by the Illinois Department of Finance and Professional Regulation in the application for licensure as an RN, and meet requirements of clinical agency.
7. Every pre-licensure nursing student must have completed a physical examination form and received the required immunizations. Yearly drug screenings, background checks, and flu shots must be completed every consecutive fall semester and prior to entering Sophomore II clinical courses. A student must have no findings on an FBI fingerprint criminal background check in regards to misdemeanors or felonies in order to be placed in a clinical agency.
8. Every College of Nursing and Health Sciences student is subject to the College’s Chemical Impairment Policy.

## Requirements for Homeschooled applicants

Applicants for admission who have been homeschooled must complete an Admission Application and submit an official transcript of coursework. Students should have their ACT or SAT scores sent to the Office of Admission. Homeschooled students may need to submit additional details regarding the curriculum. In addition, an interview may be requested. Additional details for homeschooled applicants can be found at Admissions | First-Year Admission | Application Process (<https://www.lewisu.edu/admissions/undergraduate/application.htm>) on the University Website.

## Requirements for General Education Development Test (GED) Applicants

1. Applicants must provide an official copy of the GED Score Report and a copy of the GED Diploma.
2. Applicants will be considered for admission only if they score in the upper 50th percentile, or greater, on each of the five subject tests.
3. Applicants who are younger than 24 years of age by the start of the applied term are required to submit an official ACT or SAT score report.

## Conditional Admission

The Office of Admission may admit a limited number of first year students each year who, despite not meeting regular University entrance requirements, exhibit a strong potential to successfully complete a bachelor’s degree.

Upon conditional admission, students are required to attend meetings and activities that provide them with the individual attention necessary to focus upon improving their academic skills. During the first semester, every attempt is made to enroll the student in the required writing and reading courses. Additional University courses act as supplements to complete the first semester schedule of classes. Advising and support services are provided through the Academic Services department within the Center for Academic Success & Enrichment (CASE).

## Requirements for Entering Transfer Students

A transfer student applicant (traditional programs) is defined as a degree-seeking student who has earned a minimum of 12 semester (18 quarter) hours of transferable credit at a regionally-accredited post-secondary institution. Transfer student applicants need to have earned a minimum 2.0 cumulative transfer grade point average (higher for some majors) based upon all transferable courses to be considered for admission.

Official transcripts from all colleges/universities attended must be sent to the Office of Admission. Students must be in good academic, standing at the most recent college attended. An evaluation of transfer credit will be compiled during the application review process and forwarded with the acceptance letter. The evaluation will show courses accepted in transfer and courses/hours that still need to be completed at Lewis.

The Office of Admission will consider applications only after the following steps have been completed:

1. An application is submitted.
2. Official transcripts are received by the Office of Admission from each college previously attended.
3. Nursing majors only: Official test scores are received by the Office of Admission for the Kaplan Admission Test, SAT or ACT.

## Requirements for Adults Entering Degree Completion Programs (Accelerated Programs)

Lewis University offers undergraduate accelerated degree programs for working adults. Current programs offered in this delivery format can be found at [www.lewisu.edu/academics/sgpce/](http://www.lewisu.edu/academics/sgpce/) (<http://www.lewisu.edu/academics/sgpce/>).

To be admitted, accelerated students should have earned a minimum of 30 semester hours of transferable credit at a regionally-accredited post-secondary institution with a 2.0 minimum cumulative grade point average (higher for some majors) based upon all transferable courses. Veteran and Active-Duty Military must have earned a minimum of 30 semester hours of transferable credit from either a regionally-accredited post-secondary institution or from military training assessed by the American Council on Education and earned a grade of Pass from military training and former coursework.

Additionally, accelerated student applicants should demonstrate evidence of significant work experience or military training.

Applicants who do not meet one or more of these criteria must submit a personal statement to be considered for provisional admission. The personal statement outlines a plan for achieving success in an adult accelerated program at Lewis University.

Applicants for the RN/BSN degree completion program must be a registered professional nurse in Illinois; must be a graduate of a state-approved diploma, associate’s degree, or foreign nursing program; and must have attained a 2.5 (on a 4.0 scale) cumulative GPA for transfer credits (see specific program information).

## Requirements for Adult First-Year Students (Non-Accelerated)

An adult first-year student is defined as an undergraduate applicant 24 years of age or older with no previous college experience. Adult first year students may be considered for admission to the University upon submission of a completed Application for Admission and verification of high school graduation. Applicants who completed the GED must follow admission criteria as noted in that section. Students who have Prior Learning Assessment credit must submit these documents for review of transferable credit.

Adults interested in attending Lewis University should contact the Office of Admission for assistance. Applications for admission and official transcripts should be sent directly to the Office of Admission.

## Requirements for Entering International Students

After entering international students have completed the online application, students will need to submit the following documents to the Office of International Admission. No admission decision can be made until all documents have been received.

### Travel Document Copies

- Passport copy which includes full name and picture
- If student is currently in the United States, please send a copy of visa and I-20 form

### Transcript Evaluation

Student must submit a Transcript Evaluation for any school attended outside of the United States. For secondary school (high school) transcripts, students should request a general evaluation report. For post-secondary (college or university) transcripts, students must request a detailed course-by-course evaluation report.

Do not send transcripts to Lewis University. All transcripts must come directly from the evaluation companies. Please allow 2 – 3 weeks for the evaluation to be completed. Students may request a report from any of the following evaluation companies or any credential evaluation service that is a member of NACES.

- One Earth Evaluations
- Educational Perspectives
- ECE
- WES

\* Exemption / Waiver of evaluation requirement - A transcript evaluation may not be required if the previous school was located in the United States. If the student graduated from an American high school or attended an American college/university, then send official transcripts directly to Lewis University. Additional exemptions are if the foreign school has International Baccalaureate curriculum, or accreditation from a regional or national US accrediting institution.

### English Proficiency, Minimum Requirement:

Only one score is required:

English Proficiency	Score
TOEFL-iBT	79
IELTS Acad.	6.5

PTE-A	52
Duolingo	105
GTEC	1200
ELS Level	112

IELTS scores can be submitted by email. TOEFL scores must be submitted directly from the student's ETS account (Lewis University code 1404). ELS 112 Certificates must be emailed from the student's ELS Center.

\* Exemption / Waiver of English requirement – If the student attended school in a country where English is the official spoken language, then the English requirement may not be required. List of countries exempt from the English requirement can be provided through the Admissions Office.

\* Additional Note: Lewis University reserves the rights to test the English writing skills of all incoming undergraduate/graduate students and to place students in courses which will help them improve in specific areas.

## Specific Programs Only: Additional Requirements

SAT or ACT scores – only required if the student plans to participate in intercollegiate athletics (NCAA Division I & II, playing for Lewis University teams). Also required if you plan to study Bachelor's (undergraduate) programs in Biology, Biochemistry, Chemistry, or Environmental Science.

## Requirements for Entering Students-At-Large

A student-at-large is defined as a student who wishes to enroll in courses but does not plan to complete a degree at Lewis University.

Students-at-large must submit proof of prior college credit. An unofficial college transcript is acceptable provided that the student does not plan to obtain a degree from Lewis University. Students-at-large may pursue their studies on a part-time or full-time basis but do not receive institutional financial assistance. Those students who do seek a degree must complete an Application for Admission and submit official transcripts from each college or university previously attended.

## Second Bachelor's Degree

A holder of a bachelor's degree from a regionally accredited institution may earn a second bachelor's degree from Lewis University. A minimum of 30 hours beyond the first bachelor's degree must be earned at Lewis, including nine hours of mission designated courses and at least four upper-division major courses (at minimum 12-16 hrs.) that cannot be applied to another minor or major. The student must complete all course and GPA requirements for the major program of the second degree.

A holder of a bachelor's degree from Lewis University may earn a second bachelor's degree. A minimum of 30 hours beyond the first bachelor's degree must be earned at Lewis. The student must complete all course and GPA requirements for the major program of the second degree. (If additional degrees are pursued, this paragraph policy is followed.)

## Admission Policies for Second Bachelor's Degree

1. Holders of a degree from a college or university other than Lewis must

- a. Seek admission to Lewis University as an undergraduate student through the Office of Admission.
  - b. Submit an official transcript of credits from all previous colleges or universities attended. An evaluation of these credits will be made according to the University's transfer policies. The evaluation will list major and general education requirements needed to complete the second bachelor's degree. Upon being granted final admission, the student may begin coursework during the next academic term (fall, spring, or summer).
  - c. Obtain approval of the department chair (required when applicable).
  - d. Complete the Kaplan Admission Test (KAT) as part of the application process for nursing majors.
2. Holders of a bachelor's degree from Lewis University must
- a. Complete an application form for the second bachelor's degree at the Office of Admission. This application includes
    - approval of the department chairperson (when applicable);
    - a listing of the courses needed to complete the major (to be determined by the chairperson); and
    - a statement that a minimum of 30 credits must be earned at Lewis in addition to the credits counted in earning the first degree. (See Academic Policies for other requirements)
  - b. Obtain clearance from the Student Accounts Office of Lewis University.
  - c. Complete the Kaplan Admission Test (KAT) as part of the application process for nursing majors.

The student will follow the graduation and major requirements that are in effect when the student applies for the second degree.

A Bachelor to BSN pre-licensure track has been designated for individuals who hold a bachelor's degree from an accredited four-year college. There is a 10-year limit on required science courses. Upon completion of this accelerated track, the graduate will be granted a Bachelor of Science in Nursing degree and be eligible to sit for the national examination for licensure (NCLEX) as a registered nurse.

## Returning Lewis Students

A returning student is defined as any student who was previously enrolled in Lewis University courses and has either been absent for more than two calendar years, or has attended another college/university after leaving Lewis University. Returning students must reapply for admission and be re-admitted to the University before enrolling in additional courses.

Returning students who attended another college must follow all admission criteria for transfer students and must take all major, minor, and general education requirements listed in the current catalog. Official transcripts from that institution must be submitted. Transferable courses do not count toward the Lewis Grade Point Average (GPA). Returning students who left on academic probation will return under the same standing and must interview with the Director of Academic Support Services.

## Transfer Credit Evaluation

Lewis curricular requirements allow a complete transfer of credit, in most cases, for incoming transfer students. Course grades, however, do not transfer. Transferable courses that are completed on a quarter or trimester system will be converted to semester credit hours to be consistent with the Lewis course system. Students with questions should contact the Office of Admission for assistance. Transfer guides for Illinois

community colleges can be accessed at [www.lewisu.edu/transfers](http://www.lewisu.edu/transfers) (<http://www.lewisu.edu/transfers/>) on the Lewis University Website.

## Illinois Articulation Initiative in General Education

Lewis University participates fully in the General Education Portion of the Illinois Articulation Initiative (IAI). Transfer students who have completed the IAI General Education Core Courses (IAA GECC) and/or the Associate of Art (AA) or Associate of Science (AS) degree with a previous institution will have to complete only the appropriate Mission-based courses as part of the graduation requirements for Lewis University. Any student who enters Lewis University without having completed the full IAI GECC and/or AA or AS degree will need to fulfill all of the courses included in the Lewis University General Education Program. Visit the Illinois Articulation Initiative Website at [www.itransfer.org](http://www.itransfer.org) (<http://www.itransfer.org>) for more information on approved courses from each participating Illinois college. Credits earned through Prior Learning Assessment cannot be used to meet the minimum credit hour requirement for admission.

## Evaluation of transfer credit is based on the following criteria:

### Types of credit eligible for transfer:

1. Transfer credit must be earned from regionally accredited colleges and universities as defined by the Council for Higher Education Accreditation.
2. Credit earned from a higher education institution outside of the US must be evaluated by an outside evaluating company to verify the equivalent accreditation of the institution as well as converting the earned credits to the U.S. semester system.
3. All credit-bearing courses at the 100 level or higher (regardless of mode of delivery) are considered transferable to Lewis and may be applied to the Lewis degree requirements either as a general education requirement, major requirement, or open elective.
4. Developmental and/or remedial courses (course level <100) completed at another institution are not transferable.
5. Additional types of transferable credit can be awarded based on Advanced Placement (AP) tests, International Baccalaureate (IB) exams, College Level Entrance Program (CLEP), transcripts from military experience, and Prior Learning Assessment. Requirements for those types of credit are described in the "Special Programs" section of the catalog.

### Limitations of transfer credit:

1. To earn a Lewis Degree, a minimum of 32 hours, including 12 hours of upper-division major courses and six hours of Mission-based courses, and 15 credits for the associate's degree must be completed at Lewis.
2. A maximum total of 72 credit hours from a community college or lower division two-year school may be accepted at the time of admission. Additional community college credits may be accepted if included in a Lewis University articulation or consortium agreement.
3. An unlimited number of hours will be accepted toward a bachelor's degree from upper division four-year institutions as long as 32 hours, including 12 hours of upper-division major courses and six hours of Mission-based courses, are completed at Lewis.
4. In general, there is no time frame to which a course must be transferred for credit. However, due to rapid changes in some areas of major/minor study, along with various licensure standards, some courses or test credits otherwise applicable to the major or minor may be subject to a review for currency of content. If a transferable



course or test credit is deemed no longer current, the student may be required to repeat the course or test credit course equivalent in order to complete the degree. See the relevant program section in the catalog for information on which majors conduct additional reviews of course credit.

#### Minimum grades required for transferable credit:

1. Course grades do not transfer and are not factored into calculating a student's Lewis GPA.
2. Courses earned with a grade of D or higher will transfer as a major, minor, general education, or open elective credit, with the following exceptions:
  - a. Equivalent courses of ENGL 11100 College Writing 1 and ENGL 11200 College Writing 2 must be completed with a grade of "C" or higher.
  - b. Certain programs may have degree requirements or course prerequisites in which a grade higher than "D" is required for progression in or completion of the major. See the relevant program section in the catalog for information about these programs or courses.
3. Transfer courses completed with a "P" grade for passing will only be accepted as a general education requirement or as an open elective.<sup>1</sup>
4. Repeated courses will be reviewed for transferable credit based on the highest grade earned.

<sup>1</sup> For students transferring into Lewis University who completed coursework at another institution during spring 2020 and summer 2020 semesters, a course with a grade of P for pass will be accepted for general education, major and elective credit. Students applying to programs with external accreditation or licensure requirements are subject to the standards and guidelines associated with those programs.

## Additional Criteria for Nursing Students

1. Pre-licensure students who transfer from an CCNE/NLNAC accredited nursing program may be eligible for transfer credit for specific Lewis University nursing course requirements (up to seven credits if from an associate degree nursing program and up to 15 credits if from a baccalaureate degree nursing program) provided that
  - a. the student's cumulative GPA for all courses taken at all transferring institutions is 2.75 or above based on a 4.0 point scale;
  - b. the nursing courses were completed within three years of the date credit is to be granted;
  - c. content is equivalent to the course(s) for which credit is being requested;
  - d. the student must successfully complete the Kaplan Admission Test (KAT).
  - e. The student was not dismissed from their original nursing program.

The College of Nursing and Health Sciences reserves the right to evaluate the transfer student's basic and physical assessment skills to determine achievement of competency at the level for which transfer credit is being requested. Admission, progression, curriculum, and graduation policies of the pre-licensure track are subject to change in order to comply with the requirements of the current Illinois Nursing and Advanced Practice Nursing Act, Rules for the Administration of Nursing and Advanced Practice Nursing Act, and *The Essentials of Baccalaureate Education*

*for Professional Nursing Practice* (American Association of Colleges of Nursing, 2008).

RN/BSN students are awarded 12 semester hours of credit on the basis of demonstrating fulfillment of basic nursing competencies measured through passing the NCLEX exam and receiving licensure as a professional nurse in the state of Illinois. These hours are held in escrow until the student successfully completes NURS 43200 Promoting Healthy Communities, Promoting Healthy Communities.

Evaluation of transfer credit for adult, accelerated students is based on the criteria as outlined in the Transfer Credit Evaluation section.

\*A maximum of four credit hours will transfer in physical education activity courses.

## High School/College Dual Credit for First-Year Students

Lewis University allows incoming first-year students to transfer in college courses earned through a dual credit experience in high school. Students must submit official college transcripts for review to the Office of Admission. Credit will be evaluated consistent with policies for transfer students.

Community college courses will be evaluated from the Associate of Arts or Associate of Science degree programs. Credit from an Associate of Applied Science program may not transfer. College credit guidelines earned through Advanced Placement, International Baccalaureate, and CLEP are discussed under the Special Programs heading of this section of the catalog.