

## ADMISSIONS

### Requirements for Freshman Admission

A candidate for regular admission to Lynchburg College should be a graduate of an approved secondary school with a minimum of sixteen academic credits. The ideal candidate has earned twenty credits in English, mathematics, laboratory science, social science, and foreign language. In addition, a successful candidate has a strong B average (or better) and SAT or ACT scores. These exams are required, but more consideration is given to the quality of the academic profile of the student than to test scores. Advanced Placement, International Baccalaureate exams, and dual enrollment credits may be used for credit or placement. Finally, the College strongly encourages an on-campus interview. In all cases, final acceptance is subject to successful completion of the secondary school program or equivalent certification.

A student may apply to Lynchburg College two different ways: the Lynchburg College application or the online Internet application.

Before the admissions staff can consider an application, a candidate's file should include the following:

1. The application form
2. Official secondary school transcripts
3. The application fee of \$30, which is non-refundable and is not applied toward college expenses
4. Official results of the SAT or ACT examinations
5. *Optional (strongly encouraged)*: One letter of recommendation and a personal essay or graded writing sample from junior or senior year

Applicants may be required by the Office of Enrollment Services to submit additional documentation.

### Home-Schooled Applicants

In addition to the items listed above, home-educated applicants may be required to submit a bibliography of high school curriculum and portfolios or performance-based assessments to qualify for admission. (A GED may be required.)

### Early Admission and Enrollment

Early admission to and enrollment at Lynchburg College is possible for outstanding secondary school students upon completion of their junior year. The College has special assistance available in the form of academic and personal counseling for students entering the college environment one year early. A high school junior interested in this type of admission should write to the Office of Enrollment Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501-3199 or call 434/544-8300.

**Application information is available by contacting the Office of Enrollment Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, Virginia 24501-3199, or by calling 800/426-8101 or 434/544-8300. Students can access the online application at [www.lynchburg.edu](http://www.lynchburg.edu).**

### Advanced Placement Scholars Program

Students who have acceptable scores (3, 4, or 5) on College Entrance Examination Board Advanced Placement tests are granted college credit. The number of semester credit hours to be granted will correspond to the number of credit hours given for the course omitted. However, quality points will not be computed for the credit given. For a listing of acceptable scores and credit allowed, refer to the Credit by Examination section under "Academic Regulations."

### International Baccalaureate Program

Lynchburg College awards academic credit for work completed in an international baccalaureate program to students on an individual basis. After review, credit is generally awarded for completion of higher-level courses and achievement of 4 or above on the International Baccalaureate Examination (one course being equivalent to six semester hours) to a total of thirty semester hours of advance placement credit. Official documentation must be sent directly to

Lynchburg College for verification of the student's work and for transfer to the student's Lynchburg College transcript.

### Transfer Students

Transfer students are welcome at Lynchburg College. Several key factors should be considered by prospective transfer students prior to submitting an application. (If age 25 or older, see "Access" section.):

1. All transfer students must be socially and academically eligible to return in good standing to their former institution. The admissions staff requires a minimum 2.0 (C) average of all transfer candidates. Transfer credits toward a degree will be allowed only for coursework relevant to the degree. Decisions regarding the acceptance of credits will depend on the appropriateness and applicability of credits to the degree program and on the comparability of the credit earned. Decisions regarding the awarding of credits are made by qualified Lynchburg College faculty members and by the Office of the Registrar according to approved procedures and standards. Transfer evaluations are completed once the applicant has been admitted.
2. Academic advising takes place after a student is admitted and submits the reservation fee.
3. Transfer credits will be accepted only for those courses in which the student has a grade of C or better and which meet Lynchburg College curriculum requirements.
4. To qualify for graduation at Lynchburg College, a student must complete sixty-two semester hours in residence at Lynchburg College. (Refer to the "Academic Degree Requirements" section for further details.)

A transfer student may apply to Lynchburg College two different ways: by using the Lynchburg College application or by using the online Internet application.

Transfer applications should be submitted according to the following deadlines: **July 31 for fall semester; November 30 for spring semester; and April 1 for summer sessions.** Applications received after these deadlines will be considered based upon space availability in the class.

The application should be complete in all details including the following:

1. The application form and a non-refundable \$30 application fee
2. Official transcripts from each college attended indicating all college courses undertaken\*
3. If fewer than twenty-four hours of college credit have been completed, the secondary school transcripts (and SAT or ACT scores, if available) must also be submitted. GED documentation may also be required. The SAT or ACT is not required for students who are two or more years past high school graduation.
4. Optional (strongly encouraged): One letter of recommendation from a former professor or employer and a personal essay

\* Official transcripts must be sent directly from the transfer institution to the Office of Enrollment Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501-3199.

### Access (Non-Traditional Age Students)

Access is the name designated to adult students who wish to enter or return to college to pursue their education at the undergraduate level. To qualify as an Access student, an applicant must be 25 years of age or older before the first day of classes and must be a U.S. citizen and a resident of Central Virginia (Lynchburg, Bedford, Campbell, Amherst, or Appomattox counties).

Applications should be submitted by the following deadlines: **July 31 for fall semester; November 30 for spring semester; and April 1 for summer sessions.** Applications received after these deadlines will be considered based upon space availability in the class. Access students may enroll as full-time or part-time students.

All details of the application must be completed, including the following:

1. The application form and a non-refundable \$30 application fee
2. Official transcripts from each college attended indicating all college courses undertaken.

3. If fewer than twenty-four hours of college credit have been completed, secondary school records or GED documentation may also be required.
4. Optional (strongly encouraged): One letter of recommendation from a former professor or employer and a personal essay

Adult students who are eligible to enroll at Lynchburg College as Access students may contact the Office of Enrollment Services at 434/544-8300 for additional information.

### International Students

Lynchburg College actively encourages applications from international students.

Applications should be submitted by the following: **fall class (August entry) deadline is July 31; spring class (January entry) deadline is November 30**. All applications received after these deadlines will be considered based on space availability in the class.

All applications for admission will be carefully reviewed after all of the following documents have been received:

1. Completed application form
2. Non-refundable \$30 application fee
3. Most current official secondary school transcript translated in English. (Transcript must include **all** secondary school coursework.) Non-English transcripts and documents must be submitted in their original form, accompanied by a certified English translation. Unofficial documents and documents without accompanying English translations will not be accepted.
4. Completion of the SAT or ACT for students whose first language is English
5. Proof of English language proficiency as demonstrated by Test of English as a Foreign Language (TOEFL) or successful completion of an English as a Second Language (ESL) program at the advanced level (required of non-native English speakers only)
6. Solid content-based essay
7. One letter of recommendation
8. An official Certification of Finances and banker's letter verifying the information supplied on the Certificate of Finance.\*
9. Transcript evaluation by World Education Services (WES) for students who have any post-secondary coursework completed at a non-United States college or university. Upon the student's request, a WES evaluation form can be provided.

\* Students who are permanent residents of the United States are not required to submit the Certificate of Finance.

### Readmission

Any student whose enrollment at the College has been interrupted without an approved leave of absence must apply for readmission. Along with the application for readmission, the student must submit a minimum 250-word statement of reflection on his/her time away from the College and plan for success if readmitted. Students who were academically suspended should refer to the "Academic Standing" Section.

**All students applying for readmission to Lynchburg College should submit their applications according to these deadlines: July 31 for fall semester; November 30 for spring semester; and April 1 for summer sessions. Applications received after these deadlines will be considered based upon space availability in the class.**

The following items must also be included with the application:

1. A 250-word essay
2. A non-refundable \$30 application fee
3. Official transcripts for all coursework completed (if student attended any college(s) since last enrolled at Lynchburg College). Transcripts should be forwarded to the Office of Enrollment Services.

An interview may be required.

Submit all of the requested information directly to Office of Enrollment Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501-3199. For further assistance, contact the Office of Enrollment Services at 800/426-8101 or 434/544-8300.

### **Non-Degree Admission**

To ensure time for processing and review, **application for non-degree study should be completed no later than July 31 for fall term, November 30 for spring term, and April 1 for summer term.** All undergraduate and graduate non-degree applicants should submit the following:

1. A signed non-degree application form verifying that all information supplied is valid
2. A non-refundable \$30 application fee
3. A statement of intent indicating the reasons why applicant is pursuing non-degree study
4. Official transcripts from each college (or high school for dual enrollment and early admission candidates) attended indicating all college (or high school) coursework completed. *It is the responsibility of the student to request that official transcripts be forwarded from his/her college/university directly to the Office of Enrollment Services at Lynchburg College early in the application process in order to receive a timely admission decision.*

Additional materials are required for some non-degree categories.

*See below for category descriptions.*

#### **Note:**

- Students completing the non-degree application form may not become candidates for a degree unless a formal application for regular undergraduate or graduate admission is submitted and approved.
- Credits earned are not always applicable towards a degree. Once admitted to a degree program, students should consult with their academic advisor to verify credits that are applicable towards a degree.
- Non-degree students are typically not registered for classes until degree-seeking students have registered for fall and spring semesters.

### **CATEGORIES OF NON-DEGREE ADMISSION**

Students in the following categories must complete the non-degree application for admission:

#### **Dual-Enrollment**

Dual enrollment in Lynchburg College (and a secondary institution) is possible for qualified high school students during their senior year on a space available basis. Dual enrollment students must demonstrate evidence that they possess the requisite knowledge, maturity, and ability to pursue the content in the chosen courses. Additional admission requirements include:

- The submission of official secondary school transcripts and standardized test scores (SAT or ACT if available)
- A letter of permission from the high school principal or director of guidance

#### **Non-Degree Undergraduate**

Students classified as “non-degree undergraduate” may enroll for personal enrichment or professional development only. Non-degree undergraduate students must demonstrate evidence that they possess the requisite knowledge, maturity, and ability to pursue the content in the chosen courses. Privileges to enroll as a non-degree undergraduate may be revoked at any time if the student fails to maintain the normal academic and social standards set by the College.

#### **Visiting Undergraduate**

Students classified as “visiting undergraduate” are students who are pursuing a degree at another institution and wish to enroll in classes at Lynchburg College with the intention of

transferring credits back to their primary institution. Additional admission requirements include:

- The completion and submission of the Intercollegiate Request Form which gives permission for the applicant to be a visiting student at Lynchburg College. The Intercollegiate Request Form must be signed by the appropriate college or university official and sent directly to the Office of Enrollment Services. Visiting undergraduate students are responsible for verifying with the registrar or appropriate academic advisor at their primary institution that the courses completed at Lynchburg College will transfer back to their primary institution.

**Other Categories** (Governors School, Private Music Lessons for Credit): Additional admission requirements include securing written permission to enroll from the appropriate instructor. College credit in music is not offered to students who are pre-college in age and preparation.