



REQUEST FOR PERMISSION TO GRADUATE OUT-OF-RESIDENCE

Important - Please Note:

Lynchburg College regulations specify that “all degree candidates must earn at least 48 semester hours of credit and must spend their senior year as regular students at Lynchburg College, except those students who complete their fourth year of the degree program in professional schools or who for special reasons are excused from the requirement by the Associate Dean of the College.” You are also reminded that there is a \$100 out-of-residence graduation fee.

Please provide the following information:

Date: _____

Name: _____ Student ID #: _____

Home Address: _____

Name of College/University where you intend to take your remaining courses:

Anticipated Completion Date: _____

Remaining courses required for graduation (Complete the **Request for Permission for Out-of-Residence Studies** form for courses to be taken):

A. Total hours to be taken: _____

B. General Education Courses:

C. Major or Minor Courses:

What are the special circumstances that would justify your being given permission to graduate out-of-residence?

Return To:

Lynchburg College
Office of the Associate Dean of the College
1501 Lakeside Drive Lynchburg, VA 24501
FAX: (434) 544-8220

Approved Disapproved

Associate Dean of the College

cc: Dean of Students
 Business Office
 Office of the Registrar
 Advisor
 Academic Advising
 Student file