

## ADMISSION REQUIREMENTS

### MASTER'S APPLICATION DEADLINES

May 1–Summer Terms

July 31–Fall Term

November 30–Spring Term

### DOCTOR OF PHYSICAL THERAPY APPLICATION DEADLINES

February 1

### LEADERSHIP STUDIES (ED.D.)

TBA (for biennial cohorts)

### MASTER'S DEGREE PROGRAMS

A graduate student may apply to Lynchburg College using the Lynchburg College paper application or the online application. Before the admissions committee can consider an application for admission to a degree program, a candidate's file must be complete in all details.

Due to the rigors inherent in graduate study, the faculty has determined that successful students in LC graduate programs should possess a combination of strong academic skills and personal maturity. These characteristics cannot be evaluated by any single factor. Therefore, to allow for access of qualified students to the graduate programs at Lynchburg College, the criteria for admission to the programs are based on a multifaceted assessment of the following:

1. a degree application form, including the personal essay focused on career goals;
2. an official transcript documenting receipt of a bachelor's degree from an institution accredited by a regional accrediting association (and any other undergraduate transcripts reflecting relevant work not reflected on the bachelor's degree transcript) (Note: For current college seniors, documentation of degree completion must come prior to enrollment.);
3. demonstrated academic aptitude as indicated by a satisfactory undergraduate record. (In general, this implies an average of B or better for at least the last two years of undergraduate work.);
4. any relevant graduate studies transcript (if applicable);
5. three letters of recommendation from individuals who are familiar with the academic performance and/or work experience of the candidate;
6. official GRE reports for applicants in the M.A. in English and history, M.Ed., and M.S.N. programs; GRE requirement waived for M.S.N. candidates with more than two years nursing experience; (specific cut-off scores are not used as the sole criterion for admissions acceptance or denial in these programs.); official GMAT or GRE scores for M.B.A. applicants (with a minimum GMAT score equivalent requirement of 400);

7. a professional portfolio for M.A. in music candidates;
8. an interview with faculty for the M.Ed. in counseling;
9. for M.S. in nursing candidates, current unrestricted registered nurse licensure in Virginia, successful (C or better) completion of undergraduate courses in statistics and health assessment, current CPR certification and health record; and meet essential functions of nursing (see nursing webpage); and
10. a \$30 non-refundable application fee that is not applied toward college expenses (waived for online application submission).

Degree admission decisions are based on the careful consideration of all required admission components. The focus of the admission review is on an evaluation of an individual's likelihood of success in one of the College's graduate programs.

## **SECOND MASTER'S DEGREE PROGRAMS**

A student may earn the M.Ed. or the M.A. as a second graduate degree by satisfactorily fulfilling all specific course requirements (for the second program) and completing a minimum of twenty-four semester hours of graduate credit (thirty-six and forty-two hours in school and clinical mental health counseling, respectively) at the College. Individuals seeking such a degree are subject to the graduate admission requirements as listed above. The GRE or GMAT is used as one predictor of success for graduate training at Lynchburg College. Applicants who have demonstrated academic proficiency by previously earning a master's degree, educational specialist, a doctoral degree, or a professional degree (e.g., J.D., M.D., or DPT) may be exempt from this requirement.

## **DOCTOR OF PHYSICAL THERAPY PROGRAM**

Admission requirements for the DPT program include the following:

1. a completed and signed DPT program application
2. a non-refundable \$30 application fee (waived for on-line submission)
3. a short essay (500 or fewer words) about why you have chosen to apply to become a physical therapist
4. a completed Verification of Physical Therapist Observation form verifying 40 hours of observation
5. two additional letters of recommendation, including professional and academic references that indicate your capacity to pursue graduate-level education; one letter must come from a licensed physical therapist.
6. official transcripts of all undergraduate (including verification of B.A./B.S. upon completion) and graduate coursework from institutions previously attended.
7. official score report on the Graduate Record Examination
8. an interview with program faculty may be required

**LEADERSHIP STUDIES (Ed.D.)**

1. a degree application form
2. a personal essay focused on career goals and emphasizing prior leadership opportunities and experiences
3. a current résumé or curriculum vitae
4. successful completion of a prior master's degree (Note: A professional postgraduate degree will be considered based on relevance to the leadership studies program.)
5. bachelor's and master's degrees official transcripts as well as other relevant graduate coursework
6. successful completion of a graduate research course within the prior master's degree (or taken subsequently)
7. one letter of recommendation from an individual in a leadership position representing the applicant's current employer that supports the applicant's participation in the program and verifies capacity for successful future leadership
8. two letters of recommendation from individuals who are familiar with the academic performance and/or work experience of the candidate
9. Graduate Record Examination or Graduate Management Admission Test scores. (Note: Scores already on file at Lynchburg College are acceptable as are official copies of the scores submitted by applicants. Individuals who have not taken the test or do not have access to official scores will need to take or re-take the test.)
10. evidence of strong writing skills as reflected in scores on the GRE (or GMAT) writing sub-test and/or in selected samples of writing from previous graduate programs (e.g., major term paper, master's thesis), published work, and/or examples of professional work products related to job responsibilities.
11. \$30 non-refundable application fee (waived for on-line submission)
12. \$300 program deposit (for admitted students) that will be refunded upon program completion

**GRADUATE CERTIFICATE PROGRAMS**

1. a graduate certificate application form
2. official transcripts of relevant coursework undertaken at other institutions including confirmation of receipt of a bachelor's degree
3. \$30 non-refundable application fee that is not applied toward college expenses (waived for online submission)

Note: Students completing a graduate certificate program with a GPA of 3.5 or higher may request a waiver of the GRE requirement (from the Dean of Graduate Studies and the program director) if they choose to pursue the related M.Ed. or M.A. degree.

## NON-DEGREE PROGRAMS

Prospective students may apply to take up to six credits at the master's level as a non-degree student. A candidate's file for admission as a non-degree student to take coursework for teacher licensure or professional enrichment or to transfer coursework to another institution must be complete and include the following:

1. a non-degree application form;
2. official transcripts of relevant coursework undertaken at other institutions including confirmation of receipt of a bachelor's degree; and
3. a \$30 non-refundable application fee that is not applied toward college expenses (waived for online application submission).

Qualified Lynchburg College seniors may enroll as non-degree graduate students in up to six graduate credits within selected master's degree courses in their final semester (i.e., fall, spring, or summer) if they are registered in that semester for all remaining undergraduate degree requirements, as certified by the Office of the Registrar.

## INTERNATIONAL STUDENT ADMISSIONS

All students who completed their undergraduate degree at a non-U.S. institution must submit all application materials as listed on <http://www.lyncburg.edu/x22609.xml> including appropriate test scores (including, as applicable, TOEFL or IELTS). Nonresidents must submit all application materials at least three months prior to the beginning of the term or semester for which admission is sought.

Lynchburg College requires international students to furnish verification of the B.A./B.S. equivalency of their academic record (e.g., through the World Education Service or the Educational Records Evaluation Service). For students for which the distribution of courses is not essential for admission to, and course planning for, a graduate program, such an analysis must confirm only that the individual received the equivalent of an American four-year (B.A./B.S.) degree from his or her home institution and the equivalent quality point average. In some instances (e.g., teacher licensure, review of program prerequisites, DPT admissions), a course-by-course analysis is required. Both an official Certificate of Finances and a banker's letter verifying the information provided in the Certificate of Finances are required for all international students. These must be received prior to Lynchburg College's assisting a graduate student in acquiring his/her visa. A \$300 deposit also is required prior to Lynchburg College's processing a request for an international student's visa. The deposit is then credited to tuition upon enrollment.