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respect to the unlawful possession, use, or distribution of illicit drugs or alcohol.

The University of Lynchburg complies with this legislation and supports all the provisions included in the Drug-Free Schools and Communities Act. Policies prohibiting the use of illicit drugs or the misuse of alcohol by students are published in the student handbook. A publication addressing the topics enumerated above is distributed annually to students by the Office of the Dean of Students.

MOTOR VEHICLES

All motor vehicles parked or driven on campus property at any time by students must be insured, have a valid state license and inspection, and bear a valid university parking decal. Decals may be obtained during graduate orientation at the beginning of the fall semester and at all other times at the Information Desk located on the first floor of Hall Campus Center. Students must present a current state registration and a valid operator's license at the time of registration. The annual registration fee is \$25 per year for graduate students.

All operators of motor vehicles are subject to abide by the University of Lynchburg Traffic Code and Policies listed in the vehicle registration form, the undergraduate catalogue, and *The Hornet* student handbook.

ADMISSIONS

APPLICATION DEADLINES

Master's Programs:

July 31 – Fall Term

November 30 – Spring Term

Exceptions:

Master of Physician Assistant Medicine (MPAM)

March 1

Master of Science in Athletic Training (MSAT)

March 1

Doctorial Programs:

Doctor of Leadership Studies (EdD)

Ongoing review for biennial cohort admissions

Doctor of Medical Science (DMSc)

Ongoing review for rolling cohort admissions

Doctor of Physical Therapy Program (DPT)

February 1

MASTER'S DEGREE PROGRAMS

A graduate student may apply to the University of Lynchburg using the paper application or the online application. Before the admission 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 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 the University of Lynchburg, 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 University seniors, documentation of degree completion must come prior to enrollment.);
3. any relevant graduate studies transcript (if applicable);
4. three letters of recommendation from individuals who are familiar with the academic performance and/or work experience of the candidate;
5. official GRE reports for applicants in the MPAM and MEd programs in counselor education; GRE requirement waived for MCJ, MA music, MNPL, MPH, MSAT, MEd in curriculum and instruction, educational studies, educational leadership, reading, special education, and for science education; official GMAT or GRE scores required for MBA applicants (with a minimum GMAT equivalent score requirement of 400) (waived for recent graduates with a 3.0 cumulative undergraduate grade-point average);
6. a professional portfolio for MA in Music candidates;
7. an interview with faculty for the MEd in counseling, MSAT, and MPAM program;
8. a \$30 non-refundable application fee that is not applied toward University 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 University's graduate programs.

SECOND GRADUATE DEGREE PROGRAMS

Individuals seeking a second graduate degree are subject to the graduate admission requirements as listed above. The GRE or GMAT is used in certain programs as one predictor of success for graduate training at the University of Lynchburg. Applicants who have demonstrated academic proficiency by previously earning a master's degree, educational specialist, a doctoral degree, or a professional degree (e.g., JD, MD, DPT) may be exempt from this requirement.

DOCTOR OF EDUCATION IN LEADERSHIP STUDIES (EDD)

Admission requirements for Leadership Studies (EdD) include the following:

1. an online or paper application.
2. a non-refundable \$30 application fee.
3. a current resume or curriculum vitae.
4. a 300-500 word essay focused on career goals and emphasizing prior leadership opportunities and experiences.
5. successful completion of a prior master's degree. *A professional postgraduate degree will be considered based on relevance to the leadership studies program.*
6. official transcripts from your bachelor's degree and master's degree as well as any other relevant graduate coursework.
7. successful completion of a graduate research course within the prior master's degree (or taken subsequently).
8. one letter of recommendation from an individual in a leadership position representing the your current employer, which indicates support for the your participation in the program and verifies capacity for successful future leadership.
9. two letters of recommendation from individuals who are familiar with your academic performance and/or work experience.
10. graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores. *GRE waived with two years of leadership experience or prior doctoral degree.*

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Scores already on file at the University of Lynchburg are acceptable as are official copies of the scores submitted by applicants. If you do not have access to your official scores, you will need to retake the test.

11. Evidence of strong writing skills as reflected in scores on the GRE 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.

For admitted cohort students, a \$300 program deposit is required and will be applied to the first semester's tuition.

DOCTOR OF MEDICAL SCIENCE (DMSC)

Admission to the Doctor of Medical Science (DMSc) program is open as a post-professional option for applicants who have graduated from an accredited master's level program (or PA certification with master's degree). Applicants must have previously completed all PA professional education, completed a master's degree from a regionally accredited institution, and successfully passed the National Commission on Certification of Physician Assistants (NC-CPA) Physician Assistant National Certifying Exam (PANCE).

DOCTOR OF PHYSICAL THERAPY PROGRAM (DPT)

All applicants must apply through the Physical Therapist Centralized Application Service website (PTCAS) at www.ptcas.org/home.aspx. Applications are accepted starting around July 1 each year, and the application deadline is around February 1 each year. The exact start date and application deadline will be posted on DPT's website prior to the start of the application cycle.

Prerequisite requirements are occasionally updated. For the latest requirements, please review PTCAS and our website at: www.lynchburg.edu/graduate/doctor-of-physical-therapy/for-interested-students/.

In addition to the most recent prerequisite requirements outlined on our website and on PTCAS, all applicants must meet or exceed all Essential Functions of a Physical Therapist to be accepted into the University of Lynchburg's Doctor of Physical Therapy Program. Essential Functions are described on our website.

Applicants should contact the DPT Program directly for questions or more information: 434.544.8885 or dpt@lynchburg.edu.

MASTER OF PHYSICIAN ASSISTANT MEDICINE (MPAM)

Admission requirements for the PA Medicine program include the following:

1. an application submitted to the Central Application Service for Physician Assistants (CASPA) with a verified application status;
2. a MPAM supplemental application along with \$50 non-refundable fee;
3. a bachelor's degree from a regionally accredited college or university in the United States or Canada;
4. all prerequisite courses must be completed at a regionally accredited college or university within the United States or Canada with a 'C' or above;
5. a minimum cumulative GPA of 3.0, a minimum science GPA of 3.0 and a minimum prerequisite GPA of 3.0 (all on a 4.0 scale);
6. official score report for Graduate Record Examination (GRE) submitted to CASPA;
7. a minimum of 500 hours of direct patient care and a minimum of 8 hours of shadowing a licensed PA prior to matriculation;
8. three letters of reference supporting the applicants ability to be a PA including one letter from a practicing PA, physician or nurse practitioner;
9. selected applicants must participate in an interview day with program faculty.

GRADUATE CERTIFICATE PROGRAMS

Admission requirements for graduate certificate programs include the following:

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 University 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 if they choose to pursue the related MEd 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;
3. a \$30 non-refundable application fee that is not applied toward University expenses (waived for online application submission).

Acceptance as a non-degree graduate student allows for enrollment in a maximum of six credit hours of coursework (with the exception of post-M.Ed. students seeking Counseling licensure and those students seeking to fulfill state teacher licensure requirements).

Qualified University of Lynchburg seniors may be able to enroll in up to six graduate credits within selected graduate program in their final semester (i.e., fall, spring, or summer) as undergraduates. Note, graduate credits will not be applied towards undergraduate degrees. Please contact the Office of the Registrar for further information.

INTERNATIONAL STUDENT ADMISSIONS

All students who completed their undergraduate degree at a non-U.S. institution must submit all application materials as listed on www.lynchburg.edu/graduate/graduate-international-students/ 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.

The University of Lynchburg requires international students to furnish verification of the BA/BS 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 baccalaureate (BA/BS) degree from his or her home institution and the equivalent quality point average. International students who have graduated with a three-year bachelor's degree will be considered for admissions to graduate degree programs. 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 Verification of Financial Resources are required for all international students who will study on our home campus in Virginia. These must be received prior to the University of Lynchburg's assisting a graduate student in acquiring his/her visa.