



Lyndon State College
Policies and Procedures

No. 150
Page 1 of 4
Ref: Acad. Affairs
Date: 1/23/08 (rev.)
Approval: *COM*

TITLE: Academic Policy: Admission

Policy Procedure Rule Regulation Form

	<u>Page</u>
I. Eligibility	1
II. Application	1
III. Admission of Freshmen	1
IV. Admission of Transfer Students and Evaluation of Previous Learning	2
V. Admission of Graduate Students	3
VI. Admission of Foreign Students	3
VII. Readmission after Withdrawal	4
VIII. Readmission after Academic Dismissal	4
IX. Readmission after Leave of Absence	4

I. Eligibility

- A. The college is authorized by the Vermont State Colleges Board of Trustees to receive and consider applications from all qualified Vermont high school graduates or persons holding a GED and from a substantial number of qualified nonresident applicants each year.
- B. The college is authorized under federal law to enroll nonimmigrant alien students.
- C. The college believes that the criteria to be used in considering application should be:
 - 1. ability
 - 2. character
 - 3. motivation

II. Application

- A. All forms are available from the Admissions Office on request.
- B. A nonrefundable fee must accompany each application (unless the fee is waived by the President).
- C. Entry to the college may be made in August/September, January, or the summer session.

III. Admission of Freshmen

- A. Is determined by the Admissions staff as directed by the Dean of Admissions and Marketing
- B. Is on the basis of
 - 1. an application
 - 2. a copy of the secondary school transcript
 - 3. the recommendation of the secondary school principal or guidance counselor

4. performance on the American College Testing Program or the College Entrance Examination Board of Scholastic Aptitude Test
5. if possible, a personal interview.

IV. Admission of Transfer Students and Evaluation of Previous Learning

- A. Requirements are the same as for freshmen, except that an official transcript must be obtained from each college-level institution the applicant has attended. Transcripts are required even if no credit is being requested from a particular institution.
- B. Under some circumstances the ACT or SAT scores and the high school recommendation may not be required, at the discretion of the Assistant Dean for Admissions.
- C. Transfer credit earned prior to entry at the college (see Policy 151, III, G for transfer of credit earned after entry at the college).
 1. The Recorder determines the college department, course number, and credit equivalencies on all work submitted for transfer and evaluation. In cases where it is determined that the credit is appropriate for transfer, but there is no college (or department) course which is equivalent to it, then the equivalent credit which is transferred shall be assigned as general college (or department) elective credit.
 2. In judging the comparability of specific work submitted for evaluation, the Recorder shall consult course and semester descriptions and other materials submitted by the student, appropriate published equivalency guidelines, and, when deemed appropriate, the chairperson of the department in which the college course is offered.
 3. In general, the college requires for the granting of transfer credit:
 - a. the credits previously earned must have been from a college-level accredited institution (see Policy 150, IV, C, 4 for exceptions);
 - b. the grades previously earned must have been "Credit" or at least "C-";
 - c. all documentation requested is received and verified.
 4. Work in the following categories may be submitted for evaluation of possible equivalency (see Registrar's Office for details):
 - a. other college-level accredited institutions;
 - b. academic work and training from nonaccredited institutions (Red Cross, YM/WCA, Dept. Health, etc.);
 - c. training and job performance (Armed Forces, World Meteorological Organization, etc.);
 - d. examination programs (CLEP, CEEB Advanced Placement, Regent's exam, etc.);
 - e. study in foreign institutions;
 - f. experiential and extra-institutional learning as evaluated by Vermont State Colleges' assessment practices (see Policy 153, VII).
 5. Appeals of course and credit equivalency may be made in writing (along with supporting information) to the Registrar or staff designee by the student after approval by advisor and department chairperson.
 6. Nonequivalence of required credits:
 - a. If the transferred credits exceed the number carried by the equivalent college course, the excess credits (or partial credits) are assigned as college elective credit (either departmental or general college).
 - b. Since a total of not less than 122.0 credits must be presented for graduation, if the transferred credits are less than the credit loading of the equivalent college course, the credit (or partial credit) deficit may need to be offset through additional work. In such

cases, the deficit is to be added to the student's "unrestricted electives" credit requirement.

V. Admission of Graduate Students

A. Master of Education Program:

In order to be considered for admission into the Master of Education program, applicants must submit to the Admissions Office an admissions portfolio of the items listed below. An interview is also required.

Written portfolio:

- a completed M.Ed. Graduate Program application form.
- a two-three page statement that describes desired outcomes from participation in the master's program and the rationale for choice of concentration.
- official transcripts of all undergraduate and graduate work. (Note: Students who completed courses or degrees at LSC must request that the Registrar's Office forward a copy of their transcript to the Admissions Office.)
- at least two letters of recommendation from professionals knowledgeable about the applicant's ability and commitment to complete a graduate degree.
- a nonrefundable application fee.

An applicant file must be completed within six months of the date the initial admission application is received. If the file is not complete within this time period, the application is discarded and the process must begin again.

B. The Master of Science for Teachers Program:

Applicants must submit required materials to the Admissions Office and complete an interview in order to be considered for admission to the M.S.T. program. Application forms are available from the Admissions Office.

Written portfolio:

- a completed Graduate Program Application form.
- official transcripts of all undergraduate and graduate work.
- three letters of recommendation from individuals familiar with professional performance. A letter is required from a headmaster or principal, department chairperson, or, if the applicant has not taught, from an undergraduate degree advisor.
- minimum of an appropriate undergraduate degree and teaching certification or one year acceptable teaching experience.
- a nonrefundable application fee.

VI. Admission of Foreign Students

- A. In addition to all other required admission materials, to help ensure a more successful and satisfying college experience, college applicants whose native language is not English may be required to provide evidence of proficiency in English.
- B. Applicants whose native language is not English are required to document English-language proficiency by taking the Test of English as a Foreign Language (TOEFL). Lyndon State will accept a minimum score of 500 for the paper-based test or 173 for the computer-based test.

- C. For applicants who have graduated from a U.S. high school, other English proficiency measurements may be considered in place of the TOEFL.
- D. Students with English-language deficits can receive academic support through Lyndon's Academic Support Center.

VII. Readmission after Withdrawal

A student who has withdrawn from the college may apply for readmission in any subsequent semester, the readmission decision being based on the student's eligibility.

VIII. Readmission after Academic Dismissal

A. Readmission prior to start of subsequent semester:

A student may request consideration for readmission in writing within the designated timeframe stated in the dismissal letter. Such requests are addressed to and acted upon by the Academic Standards Committee. If readmitted to study, the student must observe for one semester the same limits on registration as those for students on probation (see Policy 151, VIII, B). Appeals of negative decisions are made to the President, who may or may not hear the appeal, or who may appoint a designee to hear the appeal.

B. Readmission one or more semesters after dismissal:

Requests for consideration for readmission are made (consistent with the academic dismissal policy rules - see Policy 151, VIII) in writing to the Dean of Admissions and Marketing. If the student is eligible for college admission (see Policy 150), the Dean shall make the readmission decision based on criteria consistent with the stated dismissal reasons. When the dismissal involved nonacademic reasons, the Dean shall make the readmission decision after consultation with the Associate Dean of Student Affairs (or other appropriate college administrator). Appeals - see Policy 151, XIV.

C. Dismissed students may be required to secure a statement from an academic department that they appear to be admissible to that major program before they are allowed to re-enter the college.

IX. Readmission After Leave of Absence

See Policy 151, XVII, D, E, F.