

## Graduate Admission Standards

### Application Process

Applications for admission to Graduate Studies at the university are available on the university web site, in the Graduate Studies office, or in academic offices with graduate programs. Applications must be submitted no later than four weeks prior to the beginning of a session.

State law requires the meningitis vaccine for students, which must be received at least 10 days before but not more than 5 years before the first day of class. Students 22 years or older by the first day of class or students enrolled only in online courses are exempt. See [www.lcu.edu/meningitis](http://www.lcu.edu/meningitis) for more information.

Students entering a program to prepare for licensing or certification should be aware that a licensing or certification authority may require a criminal background check, and may consider individuals with convictions or deferred adjudication for a felony or misdemeanor offense to be ineligible. Students with a concern have the right to request that the licensing authority issue a criminal history evaluation letter regarding their eligibility. For more information, consult the specific licensing or certification authority.

After applications are processed and required documents are received, the applicants will be notified of their admission status. Applicants are not accepted until an official letter of acceptance is issued. For further information regarding the application process, please contact the Graduate Studies office at 800-933-7601, 806-720-7599, or [graduatestudies@lcu.edu](mailto:graduatestudies@lcu.edu).

### Admissions Considerations

- The university is open to all persons regardless of race, color, gender, age, religion, national origin, or disabled condition who are otherwise eligible for admission as students.
- To be considered for admission to distance education programs, the university must have prior state authorization to enroll students from the state of residence.
- The university will exercise due diligence and may deny admission to otherwise qualified individuals who have a history that indicates their presence might endanger members of the university community.

### Admission Standards

Applicants must submit an official transcript bearing a baccalaureate degree with a minimum of 120 academic hours from a regionally accredited college or university. Courses taken for the degree must include a minimum of 39 upper level hours. Hours awarded for life or work experience will not satisfy upper level requirements. Vocational courses will not be counted toward the 120 academic hour requirement. Evidence of grade point averages, degrees, and test scores must be on official transcripts or official score reports. Students on probation or suspension at other institutions are not eligible for admission.

### Unconditional Admission

Applicants for graduate programs must also meet the following requirements for unconditional admission.

- GPA of at least 3.0 on a baccalaureate degree or cumulative GPA of at least 3.0 for the last 60 hours of baccalaureate studies. Baccalaureate degrees earned from non-regionally accredited institutions must be evaluated to determine adequacy of preparation. Graduate transfer applicants must have a cumulative GPA of at least 3.0 in twelve or more graduate hours in a discipline relevant to the graduate program for which the applicant is seeking admission.
- Favorable letter of reference from professional contact.
- Favorable letter of reference from personal or academic contact.

Additional program admission requirements:

- Clinical Mental Health Counseling—professional resume, additional professional reference, and interview. Criminal background check is necessary for counselor license.
- Education—permission of department. Applicants who earned degrees from outside the United States must also score 26 or higher in each section of the TOEFL IBT. No previous misdemeanor or felony convictions. The State Board will conduct a background check prior to issuance of certification.
- Graduate School of Theology—additional letters of reference, three total including: academic, professional, and personal, a personal essay of background and professional aims, an interview, and approval by Graduate School of Theology admissions committee.

- Human Services—submit resume and essay.
- Nursing—Education/Leadership track—official transcript from nursing school and evidence of current licensure as a registered nurse and completion of background check.
- Nursing—Family Nurse Practitioner track—official transcript from nursing school; evidence of current Texas licensure as a registered nurse; completion of background check; Bachelor of Science in Nursing (BSN) preferred, 2 years full-time Registered Nurse (RN) work experience; current Basic Life Support (BLS) certification; evidence of American Heart Association's (AHA) Electrocardiogram (EKG) Recognition course completion; submission of personal essay specifying interest in becoming a family nurse practitioner, long term-career goals, and why admission is sought in this graduate program; submission of professional resume or curriculum vitae; and faculty interview. Favorable letter of reference from either a Family Nurse Practitioner (FNP) or Physician. An application evaluation scale will be used to determine applicants to be interviewed.
- School Counseling—professional resume, additional professional reference, and interview. Teacher certification, teaching experience, and a criminal background check is necessary to apply for licensing as a school counselor in Texas. Applicants who earned degrees from outside the United States must also score 26 or higher in each section of the TOEFL IBT. Applicants from other states should evaluate the program to determine if it is acceptable for certification in their states.

### Appeals for Admission

Applicants not meeting the unconditional standard may submit a letter of appeal to the Graduate Studies office.

### Admission for Undergraduate Students

LCU undergraduate students who are within 12 hours of earning a baccalaureate degree, and who meet all other unconditional graduate admission requirements, may be permitted to concurrently enroll in undergraduate and graduate coursework as programs permit. Students will be prohibited from enrolling in more than 15 hours of combined graduate and undergraduate hours, and will be limited to 6 graduate hours or less during the long semester. If eligible for financial assistance, the student will only be awarded aid for the undergraduate-level enrollment.

LCU students who are within 12 hours of completing their baccalaureate degree may be conditionally approved for pre-enrollment in an LCU graduate program. Enrollment as a conditional student is limited to 6 graduate hours. Continued enrollment at the graduate level, re-evaluation of academic standing, and eligibility for graduate-level financial aid will be determined only upon successful posting of a baccalaureate degree. Undergraduate students are not eligible for admission to the MSN-FNP track.

### Non-Degree Admission

Individuals may apply for non-degree seeking status if desiring to transfer earned graduate hours to another institution. Non-degree admission is not available to the MSN-FNP track.

Required documentation will include:

- Application and application fee
- Official transcript(s) showing a bachelor's degree and any previous graduate work
- Students wishing to transfer graduate hours to another institution must provide a Letter of Good Standing as documentation of enrollment in a university graduate program and the approval of that university to enroll in coursework at LCU.

Students admitted with non-degree seeking status are prohibited from earning more than 12 semester hours at that status, and no more than 12 hours earned in that status can apply towards a degree, if part of the degree plan. Students admitted as non-degree seeking, are not eligible for financial assistance and must reapply for admission each enrollment period.

### Readmission

Contact the Graduate Studies office.

### Transfer Credit Policy

Graduate courses accepted for transfer credit must be of an appropriate level and content, and the student must have earned a grade of B or higher. Teacher credential must also be evaluated for credit earned at non-regionally accredited institutions. Students wishing to appeal results of transfer credit evaluations may do so, in writing, to the appropriate dean, \_\_\_\_\_

whose decision is final. Students may petition the department to accept up to 9 transfer hours for 30 hour master's degrees, up to 12 transfer hours for 35-37 hour degrees, up to 15 hours for 48-49 hour degrees; up to 18 hours for 60 hours degrees; and up to 33 hours for the 72 hour degree. The MSN-FNP track will not accept transfer credit. Transfer credit is granted only after applicants are accepted for admission.

### **International Student Admission**

This school is authorized under Federal law to enroll international students on F-1 status. International student immigration policies are governed by the Bureau of Citizenship and Immigration Services of the United States Homeland Security. Federal law governs immigration requirements for applicants who are not citizens of the United States. International applicants must meet general and program admission standards to be admitted. The following additional items must be submitted to the graduate admissions office at least 60 days before the entry date. The university can issue an I-20 to immigrating international students only when all documents are received. Any costs associated with the application or for delivery of the I-20 are the responsibility of the international applicant.

It is the responsibility of the student to meet and maintain eligibility to be an international student on F-1 status. Immigration regulations change frequently. Students should contact the Designated School Official (DSO) for updates. The following additional items must be submitted to the graduate admissions office before the university can issue an I-20 to immigrating international students:

- \$200 tuition deposit
- Copy of passport
- Recent photograph
- Completed health form
- Immunization Record demonstrating required immunizations
- Global evaluation of transcript—official transcripts from institutions outside the United States must be accompanied by official course-by-course English translation of college transcripts showing course titles, grades awarded, degree awarded, and date degrees awarded.
- Verification of source of support
- TOEFL English Language Test—minimum composite score of 525 on the TOEFL-CBT or 71 on the TOEFL-IBT must be achieved for admission. A score of 5.5 or higher on the IELTS will be accepted in place of the TOEFL. See following section regarding TOEFL exemptions.
- Statement of Purpose
- Signed F-1 Status Contract
- Transfer Form—applies to students who have previously studied in the US

International students immigrating to the United States to attend classes must report to the Designated School Official (DSO) in the Graduate Studies office within 15 days of the program start date listed on the I-20.

International students will be required to pay the remainder of the first semester's balance in full prior to the beginning of classes.

### **International Students from English Speaking Countries**

English-speaking applicants from native English-speaking countries, including Australia, New Zealand, South Africa, the British Caribbean Islands, Canada, Ireland, Israel, the United Kingdom, and Kenya are not required to submit TOEFL or IELTS scores.

### **International Student Transfers**

International students transferring from another institution must apply for admission, be accepted, and request and receive a transfer in SEVIS from their former institution. Transferring international F-1 status will be issued after the release date of the former institution and students must transfer within 30 days of the release date. Transferring students must begin classes during the semester indicated in the admission letter and within five months from the release date of the prior school.