

Admissions

General Admission to the College

Individuals are eligible for admission to the community college if they are high school graduates with an approved diploma, have a general education (GED) certificate or demonstrate ability to benefit from college as demonstrated on the Virginia Placement Test (VPT). Students may be admitted to LFCC as a curricular or noncurricular student. The College evaluates special cases for acceptance.

All students must submit a completed application to the Admissions and Records Office using the online application available at <http://apply.vccs.edu> or the printed application available at the Admissions and Records Offices of the College. The applicant's Social Security number is required to receive select services from the College. High school and previous college/university transcripts are not required unless otherwise specified.

The College may require additional information for admission. Minors under the age of 18 are considered for admission with signed consent from a parent/legal guardian and approval from the minor's public school. Home-schooled minors and their parents should contact the Admissions and Records Office for admission requirements.

The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant poses a threat, is a potential danger, is significantly disruptive to the College community or if such refusal or revocation is considered to be in the best interest of the College. The College also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive, by another college. Students whose admission is revoked after enrollment must be given due process. Procedures for general admissions denials are located at <http://www.lfcc.edu/college-policies>.

Readmission

Students who have not been enrolled for a period of three years (nine consecutive terms) seeking

readmission must submit a new "Application for Admission" prior to registration.

A student who applies for admission but does not enroll in classes within one year (three consecutive terms) must submit a new "Application for Admission" prior to registration.

Readmission to a Degree or Certificate Program

Students seeking readmission to a restricted program or with specific admission criteria in addition to general admission requirements including Nursing, Dental Hygiene, Emergency Medical Services, Advanced EMT (AEMT) Emergency Medical Technician-Intermediate, Practical Nursing, Surgical Technology, Central Services and Phlebotomy must consult with the specific program for detailed readmission requirements.

Students seeking readmission to non-restricted programs after one year of non-attendance will not need to reapply for admission to the program; however, students should check to see if the program requirements have changed since last attendance.

Residence Requirements

(for determining in-state or out-of-state tuition)

In order to determine in-state or out-of-state tuition rates, the following information must be submitted online with your admissions application or in person in the Admissions and Records Office

1. A completed Application for In-State Tuition
2. Part A must be completed and signed by the student.
3. Students under 24 years of age who do not qualify as independent students in Part A of the Application for In-State must have their parent or legal guardian complete Part B of the form.
4. Students under 24 years of age who are no longer a dependent of their parent or legal guardian must provide documentation proving independent domicile. Forms for proving independent domicile are available in the Admissions and Records Office.

Residence or domicile for students who are under the age of 24 is based on their parents' or legal guardians' domicile/residence. A Virginia In-State resident is one who has been domiciled in, and is and has been an actual bona fide legal resident of Virginia for a period

of at least one year prior to the term for which enrollment is planned.

Please direct all inquiries concerning admission requirements to:

Admissions and Records Office
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645-1745
540-868-7105
1-800-906-5322, Ext. 7105 (toll free)
540-868-7005 (fax)
Web site address: <http://www.lfcc.edu>

Address Corrections

The student is responsible for maintaining a correct address and telephone number online in their student center or with the Office of Admissions and Records. In all cases requiring student notification, the student will be considered notified if the College uses the most current information found in the Student Information System.

Placement Testing Requirements

Students need to complete placement testing or submit SAT or ACT scores to the Testing Center. Unless meeting an exception all new students are required to take placement tests in English and math. The results of these tests are used to help students and advisors determine appropriate course selection. Students whose scores indicate specific needs may be required to enroll and successfully complete skills improvement courses prior to college course work. Electronic study materials are available on the testing center website.

Placement testing at the Middletown and Fauquier Campuses is available on a first-come, first-serve basis when the College and library are open. Placement testing at the Luray-Page County Center is available by appointment only. Photo identification is required. One of the following photo IDs must be provided:

- Valid driver's or learner's license
- Passport or U.S. issued Visa
- Photo ID from D.M.V.
- U.S. military ID
- LFCC ID
- Green Card

*A student who has SAT scores or ACT scores from testing within the last two years may be exempt from particular placement tests and may qualify to register for college-level courses. Students may request scores to be forwarded to the College for prerequisite evaluation (ACT School Code: 4377 and SAT School Code: 5381), or may bring score reports to one of the College's testing centers for prerequisite evaluation.

New Student Registration

Those students wishing to pursue degrees/certificates at LFCC are required to watch an orientation video and complete a new student advising session. The process provides students the opportunity to:

- learn about College programs, services and resources
- discuss educational/career interests
- determine and plan curricular needs
- register for classes

Students are encouraged to attend New Student Welcome Day, held the week before classes begin. This event gives new students the opportunity to become familiar with the College and its resources.

Admission to Specific Degree or Certificate Program

A student must formally request admission to, and receive approval for, each program (curriculum) in which he or she plans to graduate. Advisors are available to assist students in selecting an appropriate curriculum for their academic or career interests. In addition to general admission requirements, specific requirements are prescribed for each curriculum of the College. Special admission requirements are listed in the applicable degree program in the College catalog.

For admission to associate degree programs, a person must be a high school graduate with an approved diploma, have a general education development (GED) certificate or demonstrate ability to benefit from college on the VPT be eligible. Students not initially meeting admission requirements for a specific program may qualify to be placed in another curriculum or be considered noncurricular until requirements are satisfied and they are granted admission to the curriculum of their choice.

Admission to Courses

Students may enroll in courses only when prerequisites for the courses are met. Note: Prerequisites are noted in the *Course Description* section.

Admission to Health Professions Programs

Students must apply for admission to health professions programs (practical nursing, nursing, surgical technology, dental hygiene, phlebotomy, emergency medical services, advanced emergency medical technician (AEMT) emergency medical technician – intermediate, paramedic and central services) in addition to applying for admission to the College. Admission requirements and application materials are available through the Division of Science and Health Professions. Specific requirements are in this catalog for each program.

Admission Priorities

When enrollment must be limited, first priority is given to all qualified applicants who are residents of the political subdivisions supporting the College and to Virginia residents not having access to a given program at their local community college. Such students must apply for admission to the program prior to registration or 120 days prior to the term. Selected programs may have specific earlier deadlines. In addition, residents of localities where the College has clinical-site or other agreements receive equal consideration.

Special Admission Enrollment

Dual Enrollment

Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board. Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college ready status of

each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required. Students interested in dual enrollment should contact their high school guidance counselor. Please visit LFCC's homepage and click on Future Students for the procedures to enroll. For more information, please contact the High School Outreach Office. LFCC works in cooperation with all area public high schools and some private high schools in the region to provide dual enrollment opportunities.

Admissions Requirements for International Students

LFCC is authorized under Federal Law to enroll non-immigrant alien students.

In addition to the general admission requirements of the College, all international applicants must submit documentation of eligibility to the Admissions and Records Office prior to registering for classes. Students in the United States on certain temporary visas may be denied admission or restricted to part-time study that is vocational or recreational, and does not lead to a professional or educational objective.

Non-immigrant students holding or seeking F1 status may obtain the necessary forms and instructions for applying for an I-20 from the Admissions and Records Office or the LFCC Web site. Non-immigrant students with a visa status other than F1 must contact the Admissions and Records Office to determine admission eligibility and/or limitations. An international student holding a F1 visa that has attended another college may be eligible for admission to LFCC as a transfer student. For additional information regarding F1 transfer applications contact the Admissions and Records Office.

For specific information regarding application deadlines and requirements please visit the Admissions and Records Office or the LFCC Web site: <http://www.lfcc.edu/future-students/future-international-students/index.html>.

Veterans Educational Benefits

Veterans who have served in the military or children, wives or widows of veterans may be eligible for educational assistance through the U.S. Department Veterans' Affairs (VA). For information concerning

the VA and educational assistance, contact the Admissions and Records Office, <http://www.lfcc.edu/veterans> or <http://www.gibill.va.gov>. The Veteran Affairs Office at LFCC provides information and application for VA educational benefits to veterans, reservists and eligible dependents. The Office also certifies students with confirmed VA eligibility who notifies LFCC of their registration for classes at LFCC.

Senior Citizens Higher Education Program

Eligible Virginia senior citizens (residents 60 years of age or older who have had their legal domicile in Virginia for one year or more) may audit credit courses or enroll in noncredit courses. No tuition or fees apply except those for course materials, such as laboratory fees. Eligible Virginia senior citizens may enroll in courses for academic credit, full or part time, and pay no tuition if their Virginia taxable income for the preceding year did not exceed \$15,000.

For professional development courses, a percentage of the tuition may be charged.

Senior citizens are required to complete an application for admission. They will be accepted in a course after all full- and part-time students paying regular tuition fees have been accommodated, on a space-available basis, unless they have completed 75 percent of the requirements necessary for a degree. At such time senior citizens can enroll in courses at the same time as other tuition-paying students. Interested persons should contact the Admissions and Records Office.

Transfer Credit Policy

Transfer of Credit from Other Postsecondary Institutions

Credit may be transferred only from colleges and universities that (a) are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accreditation associations, such as the Southern Association of Colleges and Schools or (b) conform to the requirements published in the *Transfer of Credit Practices of Designated Educational Institutions* by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Credits earned at other postsecondary institutions either before or after admission to the College are reviewed and evaluated on a case-by-case basis. Transfer credit

must be similar in content, credit, and learning outcomes to the counterpart courses at LFCC. The student must have been in good standing and only courses with a grade of C or better are considered for transfer credit. Transfer credit does not guarantee curricular substitution of specific course requirements. Requests for evaluation of transfer credit must be submitted to the Admissions and Records Office. Students are urged to meet with a counselor or advisor to determine specific course requirements.

Transfer credit may be awarded for coursework completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency. Students must have international transcripts translated and evaluated by a professional organization or agency. Fees for the evaluation are the responsibility of the student. Additional information regarding the process is available on the LFCC Web site at: <http://www.lfcc.edu/future-students/future-international-students/international-transcript-evaluation-/index.html>.

Portfolio Course Credit (PLACE)

It is the policy of Lord Fairfax Community College to maintain an organized, systematic method of evaluating portfolio credit (life experience). The method of evaluating portfolio credit will be consistent with standards established by the Southern Association of Colleges and Schools Commission on Colleges and the Virginia Community College System.

PLACE: (Prior Learning Activity for Credit Evaluation) allows students to develop portfolios based on their experiences to demonstrate learning equivalent to one or more college courses. If accepted by the faculty, the student is then awarded credit for the course or courses. PLACE is for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments, travel, independent study, and similar “life” experiences. Interested students should contact the Student Life Office to learn more about PLACE.

Transfer Credit for Military Experience

LFCC awards credit for military experience/schooling. Those interested should contact the Admissions and Records Office.

Transfer Credit for Professional Legal Secretaries

LFCC awards transfer credit to those who have successfully completed the professional legal secretary examination (PLS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Transfer Credit for Certified Administrative Professional

LFCC awards transfer credit to persons who have successfully completed the certified administrative professional examination (CAP), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Alternative Forms of Credit

Advanced Placement (AP) and International Baccalaureate (IB) Programs

Advanced Placement (AP) & International Baccalaureate (IB) Programs AP/IB examinations generally follow the successful completion of AP/IB courses in high schools where AP/IB courses are taught. LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is achieved. LFCC accepts scores of 5 or higher for the higher level test for International Baccalaureate (IB) courses. To receive credit, students must be admitted to the College, be admitted to a program, submit a copy of their score report printed from the College Board Web site or sent directly from the College Board, and submit a signed Transcript Evaluation Request Form. Credits awarded by LFCC may or may not be accepted at other institutions. Students are encouraged to contact the college or university to which transfer is anticipated to determine the institution's policy regarding AP/IB course credit. Students eligible for AP/IB credit should contact the Middletown Campus Admissions and Records Office at 540-868-7105, or the Fauquier Campus Admissions and Records Office at 540-351-1510 for additional assistance.

College Level Examination Program (CLEP)

The College recognizes most CLEP general and subject examinations. College policy is periodically reviewed; therefore, students should request current

information from counselors and faculty. Students should also consult colleges and universities where they plan to transfer. Credit may not be accepted at all schools. The College's testing center is an open CLEP center, providing convenient test administration to students of LFCC and other colleges.

Service Members Opportunity College (SOC)

LFCC has been designated an institutional member of SOC, a group of colleges and universities providing voluntary postsecondary education to members of the military worldwide. LFCC recognizes the unique nature of the military lifestyle and eases the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experience as well as other nontraditional sources. Those interested should contact the Admissions and Records Office.

Credit by Examination (CBE)

The College provides a means to earn credit by examination for some courses. Students whose previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact the course professor to determine whether a course is available for CBE.

Credits earned through the examination method may or may not be transferable to other institutions. Students should determine transferability of credits earned through CBE with the institution to which transfer is planned.

Expenses

The VCCS is dedicated to giving individuals an opportunity for the continuing development and extension of skills and knowledge, along with the prospect to increase an awareness of his or her role and responsibility to society.

In an effort not to exclude any Virginia resident from the opportunities offered by LFCC, the State Board for Community Colleges has consistently maintained tuition and fees at the lowest possible level. LFCC realizes that any tuition or fee may represent a barrier to those wishing to pursue further education. The College has funds available to help students needing financial assistance. (See the

Financial Assistance section.) The College may be able to assist in providing funds for tuition, books and other expenses for students who qualify.

Additional Expenses

Payment of tuition and fees enables students to use the libraries, bookstores, parking lots, student centers and other facilities of the College. Students are required to pay charges for any College property they damage or lose (such as laboratory or shop equipment, supplies, library books and materials).

Eligibility for In-State Tuition

To be eligible for in-state tuition, a student (or in the case of an unemancipated minor or dependent student, the parent or legal guardian) must have been legally domiciled in Virginia for a period of at least one full year prior to the planned semester of enrollment at the College. Domicile is a legal concept which means “the present home of an individual where he or she returns from temporary absences and where he or she intends to stay indefinitely.” The student must establish eligibility by clear and convincing evidence.

Anyone not eligible through his or her own domicile or that of a parent or legal guardian, or spouse, may be eligible under the military exception, the military spouse or dependent exception, or a special arrangement contract. Those interested should contact the Admissions and Records Office for additional information.

Domicile Appeal Process

Any applicant denied in-state tuition has the right to appeal according to the following process:

1. A member of the admissions staff will make the initial determination.
2. Upon appeal, an intermediate review will be conducted by the Assistant Registrar.
3. Final administrative review will be made by a domicile appeals committee.

Additional information regarding the domicile appeal policy is available in the student handbook and from the Admissions and Records Office.

Tuition and Fees

Tuition and fees are set by the State Board for Community Colleges and are subject to change.

Consult the College’s Web site for current fee information: <http://www.lfcc.edu>.

Tuition may be paid with cash, personal checks, money orders, MasterCard, American Express or Visa credit cards or FACTS interest-free payment plan. Online credit card payment using MasterCard, American Express or Visa is available. Tuition paid by check or credit card must be for the exact amount. The College is not permitted to cash checks or give change for checks written for an amount greater than that due for tuition and fees. Students enrolling in two or more community colleges simultaneously pay tuition at each college based on their status at either college. Separate payment is required for bookstore purchases; one payment cannot be accepted for both tuition and books.

Books and Materials

Students are expected to obtain their books, supplies and consumable materials needed for their studies.

Auxiliary Fee

The College charges an auxiliary fee of \$27 per semester to maintain and repair existing parking facilities and construct new parking facilities. Parking maintenance includes parking lot paving, painting, lighting repairs, security and other associated costs. An auxiliary fee will be charged to all students. The auxiliary fee is subject to change.

Student Activity Fee

A student activity fee supports student events and programs. Funds in this account are spent only for student activities, subject to the review of the College administration. The College Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Board for Community Colleges and approved by the state auditor.

A student activity fee of \$2.15 per credit hour is charged to all students taking classes. Student activity fees fund various student activities and events throughout the school year. This fee is subject to change.

Technology Fee

A technology fee of \$8.50 per credit hour is charged to all students to support technology initiatives within

the Commonwealth of Virginia. The technology fee is subject to change.

Additional Fees

Specific programs or courses may have additional fees. Students should consult specific program or course documents for details.

Accounts

Each student who enrolls at LFCC must meet his or her financial obligations to the College before transcripts, certificates, diplomas or degrees will be issued to the student. A student with delinquent accounts will be withdrawn, refused admittance to classes, precluded from registering for a course(s) or subject to civil court action. Students with special circumstances need to contact the financial aid officer or the budget and financial services officer regarding their situation.

Administration and Collection Charges

Past due accounts may be charged a one percent per month, 12 percent per year, administrative and collection fee. The College utilizes a collection agency to assist in the collection of past due amounts. Costs of all collection efforts are passed to the debtor. Past due accounts sent to a collection agency are assessed an additional collection charge, usually 25 percent. This charge is calculated to provide the normal collection fee to the collection agency and to provide the full amount due the College.

LFCC participates in the Set-Off Debt Collection Program. This program permits the College to collect past due amounts from its debtors' by appropriating an individual's Virginia tax refunds and lottery winnings.

Dishonored or Insufficient Funds Checks

A service charge of \$35.00 is assessed for any check dishonored by a student's bank. Student accounts must be cleared immediately in order for the College to continue to provide service.

Refunds

Students shall be eligible for a refund for those credit hours dropped by the "last date to qualify for a refund" date as noted in the Academic Calendar. To be eligible for a refund, a student must log into their

My LFCC account to drop a course by the refund deadline date. It is the student's responsibility to be aware of all deadline dates listed in the Academic Calendar. After the drop period has passed, there shall be no refunds, unless due to highly unusual emergency or extenuating circumstance.

Under exceptional circumstances Lord Fairfax Community College (LFCC) can grant tuition refund/debt removals for students who withdraw after the final drop date. Refund/debt removals are guided by Virginia Community College System (VCCS) Policy 4.3.2.3 Exceptional Cases Caused by VCCS or College. These have been defined as the following:

- Administrative error
- Extreme financial hardship
- Major medical emergency of extraordinary circumstances
- National emergency or mobilization declared by the president of the United States
- Other highly unusual emergency or extenuating circumstance as determined by the College

A review panel is responsible for determining if a tuition refund/debt removal is justified. Tuition refund requests must be initiated no later than the end of the subsequent academic semester in which the refund request is requested. (Example: A fall refund request must be completed no later than the end of the subsequent spring semester). Requests outside of this deadline will not be accepted.

Determination of Refund

To be eligible for a refund under any of the above circumstances, a student must complete the drop procedure within the student information system. After drop date, a student needs to complete a withdrawal form and see Admissions and Records to complete the process. Eligibility for a refund is determined by the date the drop transaction is completed. The number of times a course has met is not used in determining eligibility for a refund.

Questions regarding refunds should be directed to the Business Office. The College has a military emergency refund policy that complies with state and federal regulations.

Attendance

Attendance regulations limit class absences. Students are expected to attend all of their regularly scheduled classes. Faculty are responsible for attendance records and all matters related to attendance in his/her classes. Attendance is defined as participating as required by the course syllabus (e.g., participation in a BlackBoard discussion board for an online course, being present at a designated work site for an internship, etc.).

Attendance/Administrative Deletion Policy

The VCCS policy states that in order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion or other evidence of participation.

It is the policy of LFCC that any student who has enrolled in a course but does not attend a minimum of one class meeting or the distance learning equivalent by the last day to drop a class and qualify for a refund for the semester (as published by the Admissions and Records Office in the academic calendar), shall be administratively deleted from the course. This administrative deletion will not entitle the student to any refund in full or in portion.

The Admissions and Records Office will issue notification letters to all students who are administratively deleted. It will be the student's responsibility to notify the Admissions and Records Office if the deletions were done in error and/or if the student requests reinstatement in the class.

Financial Aid

LFCC is committed to using all available funds to help students gain access to a college education. Financial aid is usually awarded based on financial need, but can be awarded based on merit or a combination of factors. Assistance is available through a variety of federal, state and institutional programs. Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs or

activities. For a complete list of financial aid available, see <http://www.lfcc.edu/finaid>.

How to Apply for Federal and State Financial Aid

Students applying for aid must complete the Free Application for Federal Student Aid (FAFSA). See <http://www.lfcc.edu/finaid> to apply. Applications should be submitted as soon as possible after Jan. 1 of each year. The priority application deadline is June 1. Information concerning financial aid at LFCC is available at the Financial Aid Office or on the College's Web site at <http://www.lfcc.edu/finaid>. Students must have a high school diploma, a GED or completed a homeschool program in order to be eligible to receive financial aid.

Satisfactory Academic Progress for Financial Aid Recipients

Students are required to maintain satisfactory academic progress to receive and continue receiving aid. The U.S. Department of Education has established a series of standards that define satisfactory academic progress (SAP). Requirements to maintain SAP are available at <http://www.lfcc.edu/finaid>. If students drop a class and financial aid has already been disbursed to their account, a debt may be incurred to LFCC if an overpayment occurs for a change in enrollment status. For full Satisfactory Academic Progress details, see <http://www.lfcc.edu/finaid>.

Financial Aid Repayment

The Financial Aid Office at LFCC is required by federal and state regulations to have a written policy for the refund and repayment of federal and state aid received by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term for which payment has been received. These policies are effective only if the student completely terminates enrollment or stops attending all their classes before completing more than 60 percent of the enrollment period. The Title IV financial aid and/or state award programs must be recalculated in these situations. See <http://www.lfcc.edu/finaid> for more detailed information.

Federal, State, Merit, Veteran Financial Aid Programs

Federal Financial Aid Programs

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Work-Study (FWS)
Federal Direct Stafford Loan Program

State Financial Aid Programs

Commonwealth Award (COMA)
Part-time Tuition Assistance Program (PTAP)
Virginia Community College System (VCCS) Grant
Virginia Foster Care Tuition Grant
Virginia Guaranteed Assistance Program (VGAP)

Merit Based Programs of Assistance

College Board Scholarships
Cultural Diversity Scholarships
LFCC Career Pathways Scholarships
LFCC Educational Foundation Inc. Scholarships
Principal's Scholarships

Other

Military and Survivors Education Program (MSDEP)

See <http://www.lfcc.edu/finaid> for the complete detailed list.

Veterans Educational Benefits

See <http://www.lfcc.edu/veterans>