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 copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. 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.

Admission Policy for International Students

LFCC is authorized by the United States Immigration and Naturalization Service (INS) to enroll nonimmigrant international students. It is the policy of the College to admit qualified international students already residing in the service area. If an applicant requires a student visa status (F1), the prerequisites listed below must be met to issue a certificate of eligibility for student visa status (I-20 form).

An applicant must:
- be in the United States at the time of application to the College
- submit documentation of eligibility for admission, including the following items:
  a) the equivalent of an American high school diploma
  b) official transcripts and records of previous educational experiences translated into English and certified by the institution attended
  c) verification of financial support
  d) an “official” TOEFL score of at least 500 (173 on computerized version)
  e) documentation of possessing, or be in the process of obtaining, personal health insurance coverage for the period of time the applicant expects to be enrolled at the College
Students who are I-20 applicants must ensure that all required documents and test scores arrive at least 60 days prior to the beginning of classes for the semester. A form I-20 is issued when:

- the required documentation is received
- the student is admitted for full-time enrollment and placed in a degree program

If an individual already has F-1 status but wishes to transfer to LFCC, the applicant must first complete one satisfactory term at the school issuing the I-20. If individuals hold another type of visa, or need further information about student visas, they should contact the Admissions and Records Office.

**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 faculty advisor to determine specific course requirements.

Credit from international postsecondary institutions must first be evaluated by a private evaluation agency that follows guidelines of AACRAO. Student must send an official transcript to the agency and request an English translation with a course-by-course evaluation. The transcript evaluation must be sent directly from the evaluation agency to the Admissions and Records Office. Students must pay private evaluators for their fees for evaluation of their transcript.

**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