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
portfolio credit will be consistent with standards established by the Southern Association of Colleges and Schools 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 Office of Student Success 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 Professional Secretaries
LFCC awards transfer credit to persons who have successfully completed the certified professional secretary examination (CPS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Alternative Forms of Credit

Advanced Placement (AP) Program
LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is attained. To receive credit, students must:

- be admitted to the College
- be admitted to a program
- submit an official AP score report from the Educational Testing Service (ETS)
- submit a signed request to be awarded credit

Eligible students should contact the Admissions and Records Office. 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 whether credit is granted for completion of AP courses.

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. 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