relationships with community partners, the student will not return to community based coursework without remediation.

**APPEALS**
A student who wishes to appeal a decision regarding admission, transfer of credit, dismissal, readmission, or graduation must file a written letter of appeal. For specific information on admissions appeals contact the Division of Enrollment Management. For information on other appeals contact the Dean of Graduate and Adult Education. The appeal will be forwarded to the Graduate Studies Council which will act as the Appeals Board.

The decision of the appeals committee is the final step for the student appeal process. The Graduate Studies Council will meet to review student appeals on the Friday preceding the start of classes for the new semester.

**READMISSION POLICIES**
A student dismissed from the Graduate School is not eligible for readmission until one semester has past. A student who has been dismissed must reapply for admission with the Division of Enrollment Management. The request should address remediation of issues and circumstances related to dismissal. The Graduate Studies Council will review the application and make a decision within one month during the regular academic school year or one term during the Summer Session.

**PROGRESS TOWARD DEGREE**
1. An academic grade point average of 3.0 on a 4.0 scale is required for the master’s degree.
2. An application for graduation should be filed with the Registrar’s Office two semesters prior to the student’s anticipated graduation date. Forms may be found on the University’s website at [http://www.lr.edu/academics/office-of-registrar](http://www.lr.edu/academics/office-of-registrar).
3. A candidate who seeks teacher licensure or school counselor licensure is required to make application for that licensure. These applications are available in the office of the School of Education.

**SECOND MASTER’S DEGREE**
A student wishing to obtain an additional master’s degree must meet all admission requirements for the desired program of study. Many graduate programs waive standardized test requirements for second master’s degree candidates. To determine if test scores are required please contact the Office of Graduate Admissions. A minimum of 30 unique credit hours must be earned in the student’s second master’s degree program. The majority of the student’s course work must be completed at Lenoir-Rhyne University. Note: Students may be required to repeat course work older than six years.

**TIME LIMITATION**
Once a student is admitted to a graduate program at Lenoir-Rhyne University, the student has six years to complete degree requirements. Transfer credit must have been completed within the 10-year period preceding the completion of the master’s degree program.

**TRANSFER CREDIT**
With approval from the Program Coordinator and/or the School Chair, a student may include in the program of study up to six (6) semester credits of graduate work completed at another accredited institution or at Lenoir-Rhyne as a non-degree student prior to formal admission. Exceptions to this limit may only be made with the approval of the Program Coordinator and the
Graduate Academic Policies

Dean of Graduate and Adult Education programs. The majority of a student’s program of study must be completed at Lenoir-Rhyne.

Transfer credit for work completed prior to admission to Lenoir-Rhyne University must meet the following criteria:

1. A grade point of 3.0 on a 4.0 scale, or equivalent, must have been earned for each course transferred.
2. Transfer credit must have been completed within the ten-year period preceding the completion of the program of study for the master’s degree (student’s graduation date).

Transfer credit for course work completed subsequent to admission to Lenoir-Rhyne must meet the following criteria:

1. Prior written approval must be obtained;
2. A grade point average of 3.0 on a 4.0 scale must be earned for each course;
3. No course may be taken for transfer credit during the semester in which the degree is to be awarded.

REGISTRATION OF COURSES
ADDING, DROPPING, WITHDRAWING

DROP/ADD POLICY
Students may change their course schedule during the first five calendar days of each term with advisor approval. A course that is dropped during this period will not be listed on the transcript. Students in courses that meet only once per week may change their schedules at any time during the first two weeks of the term. Courses may not be added after the first week of term without instructor approval.

It is the responsibility of the student to ensure that the appropriate paperwork is completed and filed when dropping or adding a course. Appropriate forms may be obtained from the Academic Advisor or the Registrar’s Office. Failure to complete the entire drop process could result in the grade of ‘F’ on the official transcript and the student being responsible for tuition and fees.

WITHDRAWAL FROM COURSES
Students may withdraw from courses during the first half of a term or semester with the approval of the advisor and instructor. Withdrawing from courses after the first week of classes (drop/add period) and prior to mid-term will result in grade of ‘W’ on the official transcript. A student may not withdraw from any course after mid-term except under extenuating circumstances. Withdrawing from a course at this time requires approval of the faculty advisor and the University Registrar. If withdrawal after mid-term is approved the instructor will assign a grade of ‘WP’ or ‘WF’ (according to the student’s performance up to the date of official withdrawal) and the grade will be notated on the official transcript. A grade of ‘WP’ has no influence on the students cumulative GPA, however, a grade of ‘WF’ will count the same as an ‘F’ in calculating the student’s GPA. It is the responsibility of the student to ensure that the appropriate paperwork is completed and filed when withdrawing from a course. Appropriate forms may be obtained from the Academic Advisor or the Registrar’s Office. Failure to complete the entire withdrawal process could result in the grade of ‘F’ on the official transcript and the student being responsible for full tuition and fees.
A student may not withdraw from a course after the final day of classes.