

Admission policy for both national and international students to include #2 below – everything else is the same.

Application Procedures

Applications for admission to the Master's program may be obtained by writing the Office of New Student Development (Admissions), 1269 Barclay Circle, Marietta, GA 30060, USA, or by telephoning 800-543-3202 or 770-426-2884, or by e-mailing admissions@life.edu. A student applying for admission is required to submit the following materials to the Office of New Student Development (Admissions):

1. a completed application for graduate study accompanied by an application fee of \$50.00. (The fee is non-refundable and constitutes part of the admissions credentials.);
2. **submit a curriculum vitae and cover letter stating his or her goals and objectives for pursuing a degree in Sport Health Sciences.**
3. an official copy of all undergraduate and graduate transcripts (if applicable) showing courses, grades, and graduation date(s). Transcripts must come directly from the college/university where the coursework was accomplished and sent directly to the Office of New Student Development (Admissions), Life University;
4. three original letters of recommendation, written expressly for the Master's program, providing personal evaluations of the applicant's previous professional, educational, and work experiences; and
5. official Graduate Record Examination (GRE) or Miller Analogies Test (MAT) results. Applicants are urged to complete all testing well in advance of applying for admission to Life University.
6. Applications are considered in the order in which they are received.
7. Any student falsifying admissions or registration information is subject to immediate dismissal from Life University.

International Students:

All international Applicants must meet the requirements previously outlined and submit the additional requirements listed below to the Office of New Student Development (Admissions). **Life University is approved for enrollment of international students by the U.S. Immigration and Naturalization Service.**

1. a completed application for graduate study accompanied by a \$50.00 application fee. (This fee is non-refundable and constitutes part of the admissions credentials.);
2. **submit a curriculum vitae and cover letter stating his or her goals and objectives for pursuing a degree in Sport Health Sciences.**
3. international transcripts must be evaluated by an approved international agency. (Contact the Office of New Student Development (Admissions) for a complete list of approved international transcript evaluation agencies. Some Canadian schools need not be evaluated externally.);
4. three original letters of recommendation, written expressly for the Master's program, providing personal evaluations of the applicant's previous professional, educational, and work experiences;
5. a satisfactory score of 500 or more on the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English. Students with scores below 500 (or an equivalent score on other approved tests such as MELAB (i.e. score of 70) will be admitted but will be required to take English courses at Life University or another institution until they achieve a TOEFL score of 500 or above;
6. official Graduate Record Examination (GRE) or Miller Analogy Test (MAT) results;
7. submit evidence of having the financial resources or funding commitment to complete at least one year of education. (Financial resources should include expenses for room, board, tuition, and incidental expenses.) **Documentation must be dated within six (6) months of anticipated matriculation date.** and
8. All documentation must be received by Life University at least 45 days for prior to the beginning of the quarter of initial matriculation.

Application Schedule:

A student may begin their course of study at Life University in any quarter as applications for admission are accepted quarterly throughout the year. All admissions requirements should be met and all official documentation received in the Office of New Student Development (Admissions) 30 days (45 days for all international students) prior to the beginning of the quarter of intended matriculation.

Admission Requirements

Admissions Procedures

For all categories of applications, communications and files are maintained by New Student Development(Admissions). Applicant's files are sent to the Registrar's Office for transcript and qualification analyst. Recommendations for admission status are sent to the Graduate Admissions Committee. Recommendations for Admission Status including denial are confirmed by the Department Head and the Dean of the College of Arts and Sciences.

Degree:

1. **A prospective student must possess, at a minimum, either a Bachelor's degree or a Doctor of Chiropractic from a regionally accredited institution.**
2. Students having an undergraduate degree and enrolled in the Doctor of Chiropractic program at Life University may enter the Sport Health Science program providing they fulfill all other requirements.
3. Chiropractic students without an undergraduate degree may apply to the Master's program upon completion of a total of 180 quarter or 120 semester hours.

Prerequisite:

All students must have taken at least one college level course with a grade of "C" or better in each of the following disciplines to be admitted into the program:

1. **Anatomy and Physiology (may be a combined course)**
2. **Chemistry; and**
3. **Physics**

Course Loads

Beginning Summer Quarter of 2006, a course load of 9 credit hours of graduate level work is considered to be full time. A student may overload with 16 academic credit hours but may not exceed 16 unless they have practicum hours. All overloads must be approved by the Department Head.

Admissions Statute of Limitations:

An accepted applicant applying to the Graduate Program is expected to enroll in the quarter for which they have applied. The applicant may request to change the intended enrollment date by providing written notification to the Office of New Student Development (Admissions) regarding a change in the intended enrollment date and the change has been approved. An accepted applicant failing either to give notice and secure prior approval of a change, or to enroll within one calendar year of the quarter for which he/she was originally accepted, will be required to reapply for admission. Life University reserves the right to request any or all of the required admission materials and fees for reapplication.

Admission Status

Accepted - Full Standing:

A student must submit the following materials to be considered for admission in full standing:

1. completed application to the Master's program;
2. minimum GPA of 3.0 (on a 4.0 scale) during last 60 semester/90 quarter hours;
4. GRE (Graduate Record Exam) with a score of 800 or better or MAT (Miller Analogy Test) with a score of 40 or better;
5. three original letters of recommendation, written expressly for the Master's program, providing personal evaluations of the applicant's previous professional, educational, and work experiences; and completed prerequisite coursework.

Accepted - Provisional:

Students, who are lacking any of the requirements for Full Standing, may be admitted on a provisional status. Students admitted on provisional status must complete all of the requirements for full status during their first 12 credit hours of course work. A student admitted provisionally because of their GPA not being a 3.0 must achieve a minimum 3.0 GPA during their first 12 credit hours of course work. Failure to do so will result in removal from the program.

Accepted - Student-at-Large:

Student-at-large status is designed for students who wish to take a limited number of graduate courses that are related to their academic or professional background. These students do not necessarily want to get an advanced degree. Students who do not meet the requirements for full standing or provisional acceptance may apply for student-at-large status and, at a later time, apply for full standing. Students **accepted under this status are not enrolled as degree-seeking candidates in the Master's degree program and, therefore, do not qualify for financial aid.**

1. Students applying for student-at-large status must provide an official copy of all undergraduate and graduate transcripts (if applicable) showing courses, grades, and graduation date(s). Transcripts must come directly from the college/university where the coursework was accomplished and sent directly to the Office of New Student Development (Admissions), Life University.
2. There is no limit to the number of hours that may be accumulated as a student-at-large, but only 12 quarter hours may be transferred into the graduate program if the student seeks to matriculate as a student in full standing.
3. **If a student** seeks full-standing status to the Sport Health Science program, all required admissions materials must be submitted for review. It is the prerogative of the Graduate Admissions Committee and the Dean to accept or reject the application for graduate study.

Readmission:

Any previously admitted Life University student, regardless of prior admission status, who voluntarily or involuntarily remains out of school for less than three consecutive quarters must first petition for readmission at the Registrar's Office. This petition may be referred for readmission evaluation by the Graduate Admissions Committee.

Reapplication for Admission:

If the individual remains out for three consecutive quarters or more, for any reason, that individual must first reapply for admission (new application and application fee required) through the Office of New Student Development (Admissions) and their reapplication will be evaluated for readmission by the Graduate Admissions Committee and / or the Dean.

Denied Acceptance:

This status is assigned to each applicant whose file has been deemed completed by New Student Development, evaluated by the transcript analyst, presented to the Admissions Committee, and subsequently denied acceptance by the Committee and / or the Dean.

Transfer of Credit:

A student may transfer up to 12 quarter hours (nine semester hours) of graduate credit earned at another regionally accredited institution (international credits may be considered based on submission of a transcript evaluation from an accepted foreign credit evaluation clearing house (i.e. World Education Services [WES] or AACRAO). These hours must be equivalent to courses taught at Life University. Equivalency is determined by the Department of Sport Health Science. The following are required before transfer of credit from another institution will be considered:

- a. Evidence that courses are equivalent in content and quality to those given at Life University. It is up to the transferee to prove equivalency. Examples of evidence include college catalog, course description from class, syllabi, etc.
- b. An official transcript indicating that work has been completed with a grade of “B” or better (3.0 on a 4.0 scale) from a regionally accredited institution.