



## LAWRENCE UNIVERSITY

### ACADEMY PROGRAM FOR HIGH SCHOOL STUDENTS

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Fox Valley public and private high school students as well as homeschooled students may apply to Lawrence University as special students in order to enrich their academic experiences during their senior year of high school by taking courses on the Lawrence campus. Lawrence sets tuition fees for Academy Program courses according to the Youth Options rate set by the Wisconsin Department of Instruction. **(The Lawrence University Academy Program is different from the Lawrence Academy of Music, which is a community music instruction program.)**

#### Course Eligibility

1. Academy students are typically eligible to register only for 100-level courses at Lawrence University. Permission may be granted in exceptional cases for coursework above that level. Extra documentation in exceptional cases should be included with application.
2. Academy students are not eligible for independent study, music or studio art courses, or music lessons of any kind. Furthermore, Academy students may not take courses that involve field study, internships, or other off-campus study.
3. Enrollment is limited to one course per term.
4. Full-time, degree-seeking Lawrence students have priority to enroll in all Lawrence University courses.

#### Applicant Eligibility

1. The applicant must be enrolled in or have completed the highest level secondary school course in the intended area of study and related areas.
2. The applicant must be a strong college preparatory student with both maturity and initiative who has completed a minimum of 12 academic units from grades 9 through 11, including three years of English, and at least nine other units chosen from mathematics, history, social studies, science, and foreign languages.
3. The applicant should rank in the top 20 percent of the class (if applicable) and present strong PSAT, SAT, PLAN, or ACT test results.
4. Advanced level juniors will be considered and must re-apply to the Academy Program the following year if they want to take courses in their senior year as well.
5. Any Academy student who receives a grade lower than C- in a Lawrence course will not be permitted to register for the Academy Program in subsequent terms.
6. Students in good standing may continue in another course within the same academic year, provided the high school approves the course, the student meets all Academy Program eligibility guidelines, the student meets all course pre-requisites, the course instructor grants permission, and there is room in the course.
7. Academy students must sign and submit a release that allows Lawrence to send grade reports to their high schools.

Provided the above requirements are satisfied, it is the responsibility of the Academy applicant and the school counselor (not Lawrence University) to find and apply for appropriate Lawrence classes. The official course listing for all three terms of the coming academic year are posted on the university website in April. (A partial draft schedule is typically available in March.) If a desired Lawrence class is already filled with full-time, degree-seeking Lawrence students, Academy applicants should check with their school district for appropriate policies and procedures for alternate registration.

## Application

1. Your **school counselor** is required to send to Lawrence University's Office of Admissions the following:
  - Your completed application
  - Official high school transcript showing courses, grades, and testing through the junior year
  - Grade release form
2. Applicants will be notified by mail of the admission decision as soon as possible. A copy of the letter will be sent to the secondary school counselor. Qualified applicants may be refused admission—or be refused enrollment at registration—if courses for which they have applied or to which they have been admitted are full, due to that fact that full-time, degree-seeking Lawrence University students have priority in class enrollment.
3. In some cases, a conditional decision will be made, pending placement tests arranged with academic department chairs. This is most often the case with courses in foreign languages. **All math** applicants will need to submit their second semester grade in AP Calculus and their score on the AP exam. After it is received and reviewed we will send you the department's final recommendation for class placement.
4. Applications must be received at the Office of Admissions by May 15 for the fall term.

## Fees and Refunds

1. One-time, non-refundable matriculation fee is **\$20**, payable to the Lawrence University cashier in Brokaw Hall (115 S. Drew Street) at the time of registration.
2. The cost per course is payable at registration in September, at the beginning of each term, or through reimbursement from the student's school district if approved through the Youth Options Program.
3. Academy students who withdraw from a course during the first half of the term may apply for a refund of the tuition according to the following schedule: 100% if withdrawal is before the first day of classes; 60% if withdrawal is after the first day of classes and before the fifth Saturday after classes begin. No refunds will be allowed after week five of the term. (Academy students participating through the Youth Options program should check with their Youth Options contact at school for further details about costs, refunds, and payment responsibilities.)

## Advising

All Academy students are required to meet with the university registrar as part of the registration process at the beginning of the term. Academy students are encouraged to also use their course instructors as advisors. Students should be prompt, assertive, and resourceful about getting assistance as needed.

## Credit

Students will be able to view their grades through Voyager, Lawrence University's online information system. (Applicants will learn more about this when they meet with the registrar for advising.) An official transcript, if needed, must be requested from the university registrar for purposes of credit transfer. Students must sign and submit a grade release form with their application for admission to the Academy Program in order that grade reports can be sent to the student's high school.

Lawrence University  
Office of Admissions  
711 East Boldt Way SPC 29  
Appleton, WI 54911-5699  
920-832-6506



LAWRENCE UNIVERSITY

**ACADEMY PROGRAM FOR HIGH SCHOOL STUDENTS  
GRADE RELEASE FORM**

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I hereby authorize Lawrence University to release my grades to my high school for any and all courses taken for credit as a Lawrence Academy student and/or under the Youth Options Program.

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Street, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature, if under 18: \_\_\_\_\_

Date: \_\_\_\_\_

**High School Information**

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

School City, State, ZIP: \_\_\_\_\_

Note to student: This form must be completed and submitted with the Lawrence Application for Academy Students. Please check with your high school regarding any forms required for your participation in the Youth Options Program and/or the Lawrence Academy Program.



LAWRENCE UNIVERSITY

ACADEMY PROGRAM FOR HIGH SCHOOL STUDENTS APPLICATION

Name of applicant \_\_\_\_\_ Sex:  Male  Female

LAST FIRST MIDDLE

Address \_\_\_\_\_

STREET & NUMBER, RURAL ROUTE, OR POST OFFICE BOX CITY STATE ZIPCODE

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Citizenship \_\_\_\_\_

OPTIONAL: Ethnicity:  African American/Black  Asian American/Pacific Islander  Latino/Hispanic  Caucasian/White  Native American; tribal affiliation \_\_\_\_\_  Other; please describe \_\_\_\_\_

Applicant High school \_\_\_\_\_ High school city \_\_\_\_\_ Year of graduation \_\_\_\_\_

Parents'/guardians' names \_\_\_\_\_

According to the Lawrence University Academy Program guidelines, I qualify for admission consideration because:

- I have completed all the courses in \_\_\_\_\_ offered at my high school.
 I will be enrolled in the highest level course that my high school offers in \_\_\_\_\_ while taking the Lawrence course.
 Courses in \_\_\_\_\_ are not offered at my school.

If admitted, and having consulted the appropriate Lawrence class schedule and course catalog, I plan to take the following courses (limited to one course per term).

Term I \_\_\_\_\_

DEPARTMENT COURSE NUMBER AND NAME

Term II \_\_\_\_\_

DEPARTMENT COURSE NUMBER AND NAME

Term III \_\_\_\_\_

DEPARTMENT COURSE NUMBER AND NAME

The Lawrence University Honor Code:

No Lawrence student will unfairly advance his or her own academic performance, nor will he or she in any way intentionally limit or impede the academic performance or intellectual pursuits of fellow students.

I certify that all parts of this application to this point have been completed by me and that the information provided is correct to the best of my knowledge. I am aware that as a Lawrence student I must comply with the Lawrence University Honor Code.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

(OVER)

Please give this form, completed to this point, to your high school counselor, and ask him/her to complete and mail, with transcript and test scores, to:

Office of Admissions  
Lawrence University  
711 East Boldt Way SPC 29  
Appleton, WI 54911-5699

Counselor Recommendation:

This candidate ranks \_\_\_\_\_ in a class of \_\_\_\_\_ students and has a cumulative g.p.a. of \_\_\_\_\_ on a \_\_\_\_\_ scale.

This rank covers a period from \_\_\_\_\_ to \_\_\_\_\_. Is the g.p.a. weighted? \_\_\_\_\_ Is the rank weighted? \_\_\_\_\_

This student's curriculum is:  average  demanding  most demanding

This student plans to take an AP test(s) in: \_\_\_\_\_

SAT Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_

ACT English \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_ Composite \_\_\_\_\_ Writing \_\_\_\_\_

PSATV \_\_\_\_\_ PSATM \_\_\_\_\_ Other (Please identify) \_\_\_\_\_

Courses in progress

\_\_\_\_\_

Counselor's name \_\_\_\_\_ Title \_\_\_\_\_

School address \_\_\_\_\_ Office telephone \_\_\_\_\_

Counselor's signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor email \_\_\_\_\_

Lawrence University does not discriminate on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, parental or marital status, age, or disability in its programs and activities. Inquiries regarding the non-discrimination policy may be directed to the Vice President for Business Affairs at 920-832-6536 or the Dean of the Faculty at 920-832-6528. **Application must be received in the Office of Admissions by May 15 for fall term, November 15 for winter term and March 1 for spring term.**

Lawrence adheres to the Statement of Principles of Good Practice of the National Association for College Admission Counseling (NACAC).