

GRADUATE STUDIES

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Graduate Studies Handbook: https://www.lcsc.edu/media/e20pjhwk/2025-graduate-studies-handbook-edits-2025_07_29.pdf

Graduate Studies Vision & Mission Statement

Vision Statement

- Idaho's college of choice for an educational experience that changes lives and inspires a commitment to lifelong learning and civic engagement.

Mission Statement

- LC State prepares students to become successful leaders, engaged citizens, and lifelong learners.

Graduate Studies Program Objectives and Outcomes

- Completers will be able to demonstrate understanding of quantitative/qualitative analysis, decision-making, teamwork, leadership, scientific method, information literacy, statistical analysis and problem solving.
- Completers will be able to understand and apply scholarship methods and the ability to conduct independent and innovative research (and/or apply an interdisciplinary approach).
- Completers will be able to demonstrate communication skills in a variety of formats (oral, written) and to expert and non-expert audiences.
- Completers will be able to apply ethical standards of professional conduct in content field.

Degree Seeking Requirements

1. A baccalaureate degree from a college or university regionally accredited in the United States or equivalent from a school in another country.
2. The minimum academic standard is: 3.0 grade point average from the last 60 credits of undergraduate work.
3. Some programs require additional information (e.g., letters of recommendation, standardized test score, etc.); please reference the specific instructional division website for additional requirements.
 - a. CyberAccounting: i. Bachelor's degree with 36 business credits and accounting, of which 15 or more must be in accounting.
 - b. MSN: Nursing Leadership in Healthcare
 - i. BSN-MSN:
 1. BSN degree from an accredited program
 2. Active U.S. RN licensure in good standing
 3. Statistics course passed with C (2.0) or better
 - ii. RN-MSN:
 1. Associate degree in nursing from an accredited program
 2. Active U.S. RN licensure in good standing
 - c. Graduate Certificate in Nursing Management & Leadership:
 - i. BSN degree from an accredited program
 - ii. Active U.S. RN licensure in good standing
4. Upon receipt of the required admission materials, the division offering the desired graduate program will recommend an admission status to the Dean of Graduate Studies with either classified or classified (w/PR) status.
5. Approval for admission by the Dean of Graduate Studies.

Applicants who are accepted into a graduate program may be assigned a status of either classified or classified (w/PR).

Undergraduate Enrollment

Undergraduate students may enroll if they:

1. Have earned at least a 3.0 grade point average from the last 60 credits of undergraduate work.
2. They provide the additional information required by a specific program (e.g., letters of recommendation, standardized test score, etc.); please reference the specific instructional division website for additional requirements.

Undergraduates will be admitted as Classified (w/PR) status in all cases until they have completed their baccalaureate degree or have fully articulated into their masters programming (e.g. MSN).

Admissions Classifications

Classified Status

1. Graduates of regionally accredited institutions who have earned an overall 3.0 combined cumulative GPA or higher (on a 4.0 scale) from the last 60 credits taken at the undergraduate level may be admitted with Classified Status.
2. Applicants seeking Classified Status must submit a Graduate Application, application fee, and official transcripts from all colleges and universities previously attended.
3. International applicants must have earned a bachelor's degree from a regionally accredited U.S. institution or equivalent degree from an international college/university. International applicants must demonstrate English proficiency. English proficiency and other requirements unique to international students are published on the International Programs web page (<https://www.lcsc.edu/international/>).

Classified with Performance Requirements (w/PR) Status

The Dean of Graduate Studies and/or the division offering the student's intended graduate program may recommend admission for graduate students in a degree program with Classified (w/PR) Status.

Classified (w/PR) status is a conditional acceptance status. It may be granted to applicants that do not meet requirements for Classified status, or for students who do not meet satisfactory academic progress in their program. Classified (w/PR) Status is a transitional status and is not a valid status for a student to graduate. To graduate, a student must have Classified Status.

1. Applicants who are initially denied admission may submit a petition to the Dean of Graduate Studies to be reconsidered for admission. For the full petition process, see "Petition Procedure" on page 18 of this handbook. For assistance in the petition process, please contact the Graduate Studies office.
 - a. Admissions petitions will be reviewed by the Dean of Graduate Studies and the division that offers the graduate program to determine the applicant's admission status.
 - b. If admitted, the student will be Classified with Performance Requirements (PR) Status [hereinafter referred to as Classified (w/PR) Status].
2. Applicants who were not in good standing at a prior institution due to disciplinary actions may be asked to submit additional information about the disciplinary issue prior to receiving an admission decision.
3. Students with Classified status who have a GPA that falls below 3.0 in a term will automatically default to Classified (w/PR) status.

Change in status

1. The following criteria must be met by the student before Classified (w/PR) Status can be changed to Classified Status:
 - a. The student must be in good academic standing in their graduate studies at the end of each semester.
 - b. The student must submit any missing official documents (e.g., final undergraduate transcripts) indicating eligibility for Classified Status.
 - c. The student must have completed the requirements for their undergraduate program by either obtaining a baccalaureate degree, or with a verification of completion provided by the Instructional Dean to Graduate Studies.
2. Upon completion of the above criteria, a student may petition the Dean of Graduate Studies to be changed to Classified Status.

Procedures/Processes Related to Graduate Admission

1. Retention of Admission Records
 - a. If a student has submitted admission documents but not an application, the documents will be kept digitally for five years.
 - b. If a student submits an application after the five-year timeframe, the student will be required to re-submit documents (e.g., transcripts).
2. Official Transcripts
 - a. Official transcripts must arrive in a sealed envelope or in official electronic format directly from the issuing institution. Official transcripts must include full name, institution, grade points, credits, and grade point average. They must be marked official and include a key. Photocopies of transcripts are not considered official.
3. Application Deadlines
 - a. Admission applications will be accepted, and admission decisions will be made throughout the year on a rolling basis. The last date on which an application to Graduate Studies at LC State will be accepted is March 1 for summer semester, July 1 for fall semester, and November 1 for spring semester.

Notification of Admission

Applicants will receive a notification email from the Admissions Office regarding the completion of LC State Graduate Studies application materials. Following this, the students' application will be reviewed by the chair of the instructional division that holds the graduate program. Upon receiving a recommendation to admit the student into the program from the chair, the Admissions Office notifies the student by email of acceptance to the program, with copies of the correspondence forwarded to the Instructional Division Chair and Graduate Studies.

Admission to a graduate program allows a student to enroll in graduate courses within the specified program of study. It does not imply admission to any other courses or programs. Only those admitted as degree-seeking students may assume that they are permitted to seek an advanced degree or certificate in the discipline or department that approved the admission. Students with Classified w/PR status may take coursework but are not eligible to graduate until their status has been changed to Classified. Non-degree-seeking students who are admitted may be permitted to take graduate courses, but admission does not imply they will later be approved for admission as a degree-seeking student.

Re-Admission or Re-Enrollment of Graduate Students

Graduate students who have been admitted may enroll in graduate or undergraduate classes during registration without further application activity if they enroll within a year from the beginning of the term for which they were accepted. A graduate student who wishes to change the start date of their graduate program must make an official request to do so to the Dean of Graduate Studies. If the graduate student fails to do so, they may need to reapply for admission.

Graduate students who desire a break from studies may request a leave of absence. This request must be made with the Dean of Graduate Studies using the Leave of Absence Request Form on the Graduate Studies webpage. The maximum duration of the Leave of Absence is no more than one calendar year, and no application for re-admission will be required.