

# ADMISSIONS OFFICE

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## Contact Information

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The Admissions Office coordinates all processes involved with admission to the college. It provides a variety of services including application processing, evaluating and admitting students, and communication management. The office also engages in the recruitment of all domestic traditional, transfer, and adult students by developing marketing materials, coordinating campus visitation programs, telecounseling, and participating in various outreach activities. The office also coordinates the New Student Orientation program.

## Applying for Admission

Students may apply to Lewis-Clark State College by filling out an online or paper application from the Admissions website: [www.lcsc.edu/admissions](http://www.lcsc.edu/admissions) (<http://www.lcsc.edu/admissions/>).

**Application Deadlines:** Fall semester: August 8; Spring semester: January 8.

LC State provides opportunities for post-secondary school education and training to all qualified applicants in a variety of degree and non-degree programs. When applying for admission, applicants generally fall into one of the following admission categories: Academic Degree-Seeking, Career Technical Education Degree-Seeking, Returning, Non-Degree-Seeking, Dual Credit, Graduate, International, and Bridge Pathway. When admission documents have been received, the applicant's file will be reviewed based on the admission standards of one of these categories.

When applying for admission, students are required to complete the residency section on the application. Based on the information provided, a residency status (either Idaho resident, Asotin County, or non-resident) is determined. Students who disagree with the residency status can appeal by completing the Idaho Residency Determination Worksheet form, which is available from the Registrar & Records Office or online at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar) (<http://www.lcsc.edu/registrar/>).

## Transfer Student Additional Information

### EVALUATION OF TRANSFER CREDITS

*For complete transfer policies and processes, visit <http://www.lcsc.edu/admissions> (<http://www.lcsc.edu/admissions/>).*

**Transfer credit evaluation may take up to 14 business days after the student is admitted.**

Upon admission to Lewis-Clark State College and receipt of the applicant's official transcripts, college level courses completed at any United States post-secondary institution accredited by an agency recognized by the State Board of Education (SBOE) will normally be accepted. Credit for courses graded with all passing letter grades including P (passing), S (satisfactory), and D- will be accepted toward the satisfaction of degree and credential requirements (Transfer courses graded with a D- will be entered as grades of D for calculation purposes since LC State does not have a grade of D-). Transfer credit is not limited to those courses that precisely parallel courses offered at LC State. Credit is usually granted for all courses which reasonably correspond to one of the various programs offered by the college. Staff in the Registrar & Records Office and Admissions Office evaluates applicant transcripts to determine which courses transfer as General Education Core only. Transfer credits, which may apply toward an intended major, will be evaluated by the student's faculty advisor.

Students are responsible for meeting the individual requirements of their chosen major and should visit with their advisor as soon as possible to begin the evaluation process. Also, students may view their Transfer Equivalency Report on WarriorWeb: [warriorweb.lcsc.edu](http://warriorweb.lcsc.edu) (<http://warriorweb.lcsc.edu>). Credit is not accepted for courses evaluated as developmental. Transfer credits are not included in the calculation of a student's GPA at Lewis-Clark State College, but will be used to calculate graduation honors. Please visit [www.lcsc.edu/admissions](http://www.lcsc.edu/admissions) (<https://www.lcsc.edu/admissions/apply/transfer-student/>) for more transfer student information, including course equivalency guides showing how courses will transfer from select accredited colleges and universities. Transcripts are legal documents, and as such, become the property of the college and cannot be copied, returned or forwarded. Transfer equivalency reports are subject to change.

## Outreach Activities

Students are recruited from high schools and community colleges in Idaho, Oregon, Washington, Montana, Nevada, Alaska and Hawaii. Staff members also represent the college at a variety of community-based events and regional businesses.

## Campus Visitations

The Admissions Office coordinates campus visitations for prospective students. A visitation may include a campus tour, meeting with a faculty advisor, attending a class, staying overnight in the residence halls, participating in campus events, and meeting with an enrollment specialist. Special visitations are also available for larger groups of students with common interests or objectives. Students are encouraged to schedule a visitation at least one week in advance and during the academic school year.

## Warrior Discovery Day

High school juniors and seniors can personally experience LC State by participating in our preview event, Warrior Discovery Day. This program allows students to experience life on campus by meeting current students and faculty advisors and checking out campus activities available to them. Discovery Day includes large group activities, an information session for parents, lunch, and a tour of campus and residence halls.

## New Student Orientation

New Student Orientation is a required program for all new degree-seeking students. The activities are designed to help students understand class attendance policies, federal financial aid, and federal consumer information disclosures.

## Academic Degree-Seeking Applicants

### Direct Admission

Students attending an Idaho public school, or Idaho private school that has entered a Direct Admission participation agreement with the Idaho State Board of Education, may be notified of their admission to an Idaho public college or university through the State Board's Direct Admission Program. Direct admission offers are based on the criteria found in the Admission Undergraduate Standards Policy (<https://www.lcsc.edu/media/vxijso1p/5202-undergraduate-admission-standards-accessible-clean-copy-1172024.pdf>).

Admission awarded through the program is contingent on the verified level of achievement in high school curriculum (grade point average), performance on the 11th grade Idaho Standards Achievement Test (ISAT), and successful completion of Idaho high school graduation requirements. Direct admission decisions apply only to offers of admission to Idaho public institutions made between October 1 to June 30 of the senior year of high school. A final high school transcript is required for full admission.

### Academic Regular Admission

An applicant who is not admitted under the Board's Direct Admission Program must graduate from a high school accredited by a body recognized by the Board and complete the Admission Standards Core Courses with a minimum 2.0 cumulative grade point average. Cognia is the Board's recognized high school accrediting body. Applicants who graduated from high school prior to 1995 will be subject to the admission standards at the time of their high school graduation.

### Admissions Standards Core Courses

Code	Title	Credits
<b>Secondary Language Arts and Communication - 8 Credits</b>		
Composition, Literature, and Oral Communication		
<b>Mathematics - 6 Credits</b>		
Secondary Mathematics includes Integrated Mathematics, Applied Mathematics, Business Mathematics, Algebra, Geometry, Trigonometry, Fundamentals of Calculus, Probability and Statistics, Discrete Mathematics, and courses in Mathematical Problem Solving and Quantitative Reasoning. A total of eight credits are strongly recommended. Four of the required mathematics credits must be taken after 9th grade.		
Courses not identified by traditional titles (i.e., Algebra I or Geometry) may be used as long as they contain all of the critical components of higher math functions prescribed by the State Mathematics Content Standards.		
Institutions may recognize other Mathematics courses as meeting this requirement if those courses are taken in compliance with the Idaho state minimum graduation requirements.		
<b>Social Studies - 5 Credits</b>		
American Government (state and local), Geography, U.S. History, and World History.		
Other courses may be selected from Economics, including Consumer Economics, if it aligns to the state content standards, Psychology, and Sociology.		
<b>Science - 5 Credits</b>		
Secondary sciences include instruction in Applied Sciences, Earth and Space Sciences, Physical Sciences, and Life Sciences.		
Institutions may recognize other Science courses as meeting this requirement if those courses are taken in compliance with the Idaho state minimum graduation requirements.		
Must have laboratory science experience in at least two credits.		

A laboratory science course is defined as one in which at least one class period per week is devoted to providing students with the opportunity to manipulate equipment, materials, or specimens; to develop skills in observation and analysis; and to discover, demonstrate, illustrate, or test scientific principles or concepts.

#### **Arts and Humanities (including world languages) - 2 Credits**

Humanities courses include instruction in Visual Arts, Music, Theatre, Dance, or World Language aligned to the Idaho content standards for those subjects. Other courses such as Literature, History, Philosophy, Architecture, or Comparative World Religions may satisfy the humanities standards if the course is aligned to the Interdisciplinary Humanities Content Standards. History courses beyond those required for state high school graduation may be counted toward this category.

World Language is strongly recommended. The Native American Languages may meet the world language credit requirement.

#### **Other College Preparation - 3 Credits**

Speech or Debate (no more than one credit). Debate must be taught by a certified teacher.

Studio/Performing Arts (art, dance, drama, and music).

Foreign Language (beyond any foreign language credit applied in the Humanities/Foreign Language category).

Secondary Career Technical courses.

If the student graduated from a high school that does not offer a required course, applicants may contact the institutional Admissions Office for clarification of provisional admission procedures.

High school credit counted in one category (e.g., Humanities/World Languages) may not also count in another category.

#### **Academic Alternative Admission (Provisional Admission)**

*Degree-seeking applicants who do not qualify for regular admission, may be granted alternative provisional admission if they satisfy one or more of the following criteria:*

1. Graduated from a secondary school accredited by a body recognized by the Board but has not completed the Admissions Standards Core courses set forth above;
2. Did not graduate from a secondary school accredited by a body recognized by the Board, [e.g. home schooled students, General Education Development (GED) diploma or high school equivalency transcript holders], and have acceptable predictive indicators of academic success approved by the institution;
3. Deserve consideration by the institution because of special status (e.g., returning veterans, gifted and talented students wishing to enter college early, or other students in unique circumstances as determined by the institution).

Students seeking provisional admission must submit a personal statement that includes goals, educational and personal objectives, an explanation of past academic performance, and any extenuating circumstances. The Admissions Committee, which is comprised of representatives from the Admissions Office, the Advising Center, and the faculty, will review personal statements and propose an admission decision.

Students granted alternative admission may have conditions placed on their admission, subject to institutional policies. Students may be granted admission and be required to satisfactorily complete up to 14 baccalaureate-level credits, 12 credits of which must be general education credits. Regular admission status must be attained within three registration periods (summer sessions are excluded), or the student will be moved to non-degree seeking status (limited to 11 credits per semester) and will not be eligible for financial aid; subject to Petition Committee appeal procedures.

#### **academic Transfer admission**

Any applicant who is not in good standing, either academically or through disciplinary processes, at a prior institution may not be admitted. Applicants who were not in good standing will be required to complete a petition to be considered for admission. Petitions will be reviewed by the Admissions Committee and propose an admission decision.

- A degree-seeking student who, after graduating from high school or earning a GED, has earned at last 14 or more semester hours of transferable academic college level credit from a regionally accredited college or university with a minimum cumulative GPA of 2.0 may be admitted.
- A student not meeting the requirement listed under Academic Regular Admission may petition for probational admission by submitting a personal statement that includes goals, educational and personal objectives, an explanation of past academic performance, and any extenuating circumstances. If admitted, the student may have conditions placed on their admission, subject to institutional policies as described above.
- The Admissions Office checks the National Student Clearinghouse to ensure all previously attended colleges/universities are listed on the applicant's admission file.

#### **Academic Program Placement**

- Placement assessments indicating potential for success may be required for some academic programs. Placement requirements vary according to the program.

## Career Technical Education (CTE) Program Admission

Institutional academic admission standards apply to individuals who seek a technical certificate or Associate of Applied Science (A.A.S.) degree through a career technical program. The admission standards and placement criteria do not apply to workforce development or short-term training programs. Career technical programs employ program admission and student advising/navigation processes in addition to institutional academic admission.

Admission to a specific career technical program is based on the capacity of the program and specific academic and/or physical requirements established by the technical college/program.

### Career Technical Program Placement Criteria

- Placement test scores indicating potential for success may be required for enrollment in a career technical program of choice. Placement score requirements vary according to the program.
- Specific career technical programs may require different levels of academic competency and admission requirements. Students must also be familiar with the demands of a particular occupation and how that occupation matches individual career interests and goals. Therefore, before students can enroll in a specific program, the following placement requirements must be satisfied:
  - a. Specific program requirements (including placement exam scores) are established by the technical program. A student who does not meet the established requirements for the program of choice will have the opportunity to participate in remedial education to improve their skills; and
  - b. Formal procedures and definitions for program admission employed by the School of Career and Technical Education. Program admission requirements may be found at [www.lcsc.edu/program-finder](http://www.lcsc.edu/program-finder). (<https://www.lcsc.edu/program-finder/>) Search by program to review the requirements.

### Pre-CTE Program Advising

All career technical (CTE) admitted applicants will complete a CTE student intake process as part of their initial registration session. During the intake process, students will learn about specific program requirements, placement into English and math courses, tools/supplies needed, and courses they will take during their first semester. The intake process can be completed prior to registration, at the student's request.

## Non-Degree Seeking Students

Students who do not wish to apply as a degree-seeking student, or who do not qualify for degree-seeking status, may apply as a non-degree seeking student.

1. Students may register for no more than eleven (11) credits each term and may complete a maximum of thirty (30) credits. Students may petition the Assistant Dean of Enrollment Services to exceed the semester credit limit or the maximum credit limit.
2. Students are not eligible for financial aid, veteran benefits, or graduation.
3. Idaho residents aged sixty (60) or older may take classes for a reduced fee (Policy 3.130).
4. If a non-degree seeking student wishes to take a course that requires a pre-requisite, LC State will require an unofficial transcript verifying the pre-requisite has been met or permission from the course instructor before course registration will be allowed.
5. High school students who wish to enroll as a non-degree seeking student must work directly with the college's Early College Programs Office.

## High School Students with College Credits

1. High school students who wish to enroll in online or on campus courses at LC State must submit a dual credit application and registration form through the Early College Programs Office. Guardians/appointees are required to give consent on the same form.
2. Students who choose to enroll in English or math courses online or on campus must place into the course based on ACT/SAT or the Writing Placement Exam and ALEKS math test.
3. Grades earned through LC State will become part of the student's permanent college record. Students are required to adhere to the add/drop/payment deadline dates established in the Academic Calendar for the term in which they are enrolled.
4. High school/homeschool students who have earned college credits and wish to apply as a degree-seeking student must meet the freshman admission standards described above. Students are considered as freshmen when entering their first semester at LC State.
5. Students who earn an associate's degree while in high school are required to submit an official high school transcript (graduation date must be listed) and official transcripts from any college/university attended for full admission.

## Tentative Admission

Students who are tentatively admitted are permitted to enroll in classes but will have until preregistration for the subsequent semester to submit the required information to obtain a final admission status. If the additional documents are not submitted by the designated deadline, registration will not be allowed for the next semester. Students will not receive financial aid until they are admitted with a complete admission file on record.

## Denied Admission

Students who are denied admission have two options:

1. Petition the Admissions Committee. The personal statement must be submitted by letter or email and explain any unusual or extenuating circumstances that prevented the student from meeting LC State's admission standards. Supporting documentation may be required.
2. Apply as a non-degree seeking student, take up to 11 credits each term for a maximum of 30 credits. After six college-level credits have been completed with a 2.0 cumulative GPA, students may petition to the Assistant Dean of Enrollment Services to be considered as a degree-seeking student.

## Retention of Admission Records

If a student has submitted admission documents but never submitted an application, the documents will be kept digitally for five years. If a student submits an application after the five-year timeframe, the student will be required to re-submit documents (e.g., transcripts and/or test scores).

## Official Transcripts

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.

## Deferred Admission

1. Students who have applied for admission can defer their application for one year.
2. Students who are denied admission do not qualify for deferred admission. A new application must be submitted.
3. Students who have been fully admitted and who request a deferral will have their status changed to tentative admission. This allows the Admissions Office to check if enrollment at a different college/university occurred during the deferral period.

## New Student Orientation

All newly admitted degree-seeking students, including international students, must participate in New Student Orientation, regardless of major, campus location, or delivery method (e.g., online), as a condition of enrollment at LC State. Orientation must be completed prior to the first day of classes. Students who do not meet this requirement may not be permitted to enroll as a degree-seeking student in a subsequent term.

## Classified Status

A. 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 will be admitted with Classified Status.

B. Applicants seeking Classified Status must submit a Graduate Application, an application fee (the current rate is published on the Admissions website), and official transcripts from all colleges and universities previously attended.

C. 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.

D. Applicants who do not meet the admission requirements for Classified Status may petition to the Dean of Graduate Studies to be considered for admission.

i. Petitions for admission will be reviewed by the Dean of Graduate Studies and other college personnel, and consideration is at the discretion of the Dean of Graduate Studies to determine the applicant's admission status.

ii. If admitted, the student will be Classified (with Performance Requirements) Status [Classified (w/PR) Status].

E. 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.

F. In order to graduate from a graduate studies program, a student must have Classified Status.

## Classified (w/PR) Status

A. 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.

B. Classified (w/PR) Status is a transitional status and is not a valid status for a student to graduate. In order to graduate, a student must have Classified Status.

## Change in Status

A. The following criteria must be met by the student before Classified (w/PR) Status can be changed to Classified Status:

- i. The student must be in good academic standing in their graduate studies at the end of each semester.
- ii. The student must submit any missing official documents (e.g., final undergraduate transcripts) indicating eligibility of Classified Status.

B. Upon complete 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

A. Retention of Admission Records

- i. If a student has submitted admission documents but not an application, the documents will be kept digitally for five years.
- ii. If a student submits an application after the five-year timeframe, the student will be required to re-submit documents (e.g., transcripts).

B. Official Transcripts

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.

C. Application Deadlines

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 for fall semester is July 1 and for spring semester is November 1.

## International Admission: Bridge Pathway

**A. Bridge Pathway (English Language Program)**

The Bridge Pathway program is designed for students who wish to study at LC State but have not met the English language proficiency standards for college acceptance. Students must complete the following steps for their admission file:

1. Submit the online admission application, and
  2. Pay the non-refundable application fee, and
  3. Send a copy of an unexpired passport, and
  4. Send official school transcripts/records.
    - a. Students must show evidence of high school completion or the equivalent.
    - b. Students must show a minimum 2.0 cumulative GPA on a 4.0 scale from a high school or college/university. Students with more than fourteen (14) transferable college credits do not need to submit a high school transcript. Grade point averages will be calculated by the Admission Office using guidelines provided by professional organizations regarding international grade conversion.
- Some applicants will be required to submit their original transcripts to an outside evaluation agency, such as World Education Services (WES) or International Credential Evaluations (INCRED). This determination will be made by the Admissions Office at its discretion. Students will be responsible to pay for the transcript evaluation.
  - Meet College English proficiency requirements by submitting an official test score Accepted English proficiency exams, required scores, and exemptions and are listed on the International Admissions (<https://www.lcsc.edu/international/international-admissions/>) webpage.

**B. Completion of Bridge Pathway**

Successful completion of Bridge requires:

- 3.0 cumulative GPA in Bridge courses; and
- at least a C grade in a for-credit college class.
  - Once a student successfully completes the Bridge Pathway program, the International Programs Office will notify the Admissions Office. Admissions will admit the student for the following term.

**C. Denial of Bridge Pathway**

Admission to the Bridge Pathway program may be denied based on one or more of the following criteria:

1. Cumulative high school GPA below 1.8;
2. Cumulative transfer GPA (from all institutions attended) below 1.8;
3. English proficiency score is below requirement;
4. Prior dismissal from LC State;
5. Prior suspension from LC State. Applicants who are denied may petition the Director of Admissions explaining any unusual or extraordinary circumstances that prevented the student from meeting LC State's admission standards (including supporting documentation as needed).

## International Degree-Seeking Applicants

### FRESHMAN STUDENTS

#### Regular Admission

*Applicants must complete the following steps to be considered for degree-seeking admission:*

1. Submit online admission application, and
2. Pay the non-refundable application fee, and
3. Send a copy of an unexpired passport, and
4. Send official transcripts/records.

Students must show evidence of high school completion or the equivalent.

Students must show a minimum 2.0 cumulative GPA on a 4.0 scale from high school. Grade point averages will be calculated by the Admissions Office using guidelines provided by professional organizations regarding international grade conversion.

Some applicants will be required to submit their original transcripts to an outside evaluation agency, such as World Education Services or International Credential Evaluations (INCRED). This determination will be made by the Admissions Office at its discretion. Students will be responsible to pay for the transcript evaluation.

5. Meet College English proficiency requirements by submitting an official test score. Accepted English proficiency exams, required scores, and exemptions are listed on the International Admissions webpage (<https://www.lcsc.edu/international/international-admissions> (<https://www.lcsc.edu/international/international-admissions/>)).

## Exceptions to English Proficiency Requirement

Documentation is required:

- Graduation for a U.S. High School and at least three years attendance at a U.S. high school
- Completion of 14 or more transferable credits at an accredited college/university in the U.S. with a cumulative GPA of at least 2.0
- Earned associate or bachelor's degree or higher from an accredited U.S. college/university
- Successful completion of the Bridge Program at LC State (or equivalent program) with at least a 3.0 Bridge GPA and a 'C' or higher in a for-credit college course
- Student can provide proof that English is the medium of instruction in their country and/or their secondary education (courses, exams) were conducted in English. Approval will be given on a case-by-case basis.
  - Exemptions for native English speakers from English-speaking countries and dependencies are listed on the International Admissions (<https://www.lcsc.edu/international/international-applicants/international-admissions/>) webpage.

## International Non-Degree Seeking Applicants

### Exchange Programs

Exchange students come from partner universities. The admission requirements and procedures for exchange program are the same as degree-seeking applicants.

### Study Abroad in Idaho

Study Abroad in Idaho is open to any international student wishing to do a year or semester abroad, or a combination of English and college, depending on the student's level of English proficiency. The admission requirements and procedures for Study Abroad in Idaho are the same as for degree-seeking applicants.

### J-1 Sponsored Students



LC State will receive students who are in the U.S. on a J-1 exchange Visa. These students are typically sponsored by the U.S. Department of State or another third-party organization.

Applicants are required to submit the following documents:

- Sponsor's application form (not LC State's application)
- Official transcripts
- English scores or proof of English proficiency

## Deferral International Applicants

### Deferral International Applicants

- Students who have applied for admission can defer their application for one year.
- Students who are denied admission do not qualify for deferred admission. A new application must be submitted.
- Students who have been fully admitted and who request a deferral will have their status changed to tentative admission. This allows the Admissions Office to check if enrollment at a different college/university occurred during the deferral period.

## I-20 Issuance

In addition to submitting documents for the admission file, students must submit financial documents (no more than six months old) for I-20 purposes:

1. The financial documents must demonstrate the student can access adequate funds for an academic year, including tuition, fees, books & supplies, health insurance, and living expenses. If an applicant plans to bring dependents to LC State, they must also demonstrate adequate available funding for each dependent. Applicants will not receive their I-20 until they show sufficient financial support.
2. Financial documents are defined as original bank statements/letters from a financial institution or a signed affidavit of support from each sponsor with supporting financial documentation.
3. Applicants must submit a 'Certification of Financial Responsibility form' addressed to LC State before an I-20 will be issued. Forms can be found on the International Admissions webpage (<https://www.lcsc.edu/international/international-applicants/international-admission>).
4. LC State will accept scanned financial documents. However, U.S. Embassies and Consulates require original documents to issue student visas.