REGISTRAR AND RECORDS

Contact Information
Registrar: Nikol C. Roubidoux, MFA
E-mail: registrar@lcsc.edu
Office: RCH 108
Phone: 208-792-2223
FAX: 208-792-2429
Web: http://www.lcsc.edu/registrar/

The Office of Registrar and Records coordinates all processes involved with the registration of classes and the maintenance of student records. The office offers a variety of services including transcript evaluation and disbursement, degree confirmation and graduation, catalog production, academic standing determination, residency appeals, and athletic eligibility assessment.

Registration

Degree-seeking students must meet with their advisor to select courses for future semesters. Once degree-seeking students have met with their advisor, the advisor will "release" (electronically allow) the student to register online through the fifth day of the semester via WarriorWeb. Advance registration is the second full week of November and the thirteenth week of spring semester. Only currently attending students may participate in Advance Registration. Students returning after a hiatus will be allowed to register via WarriorWeb during open registration once they have been readmitted and are released by an advisor. Any person attending a class must be a registered student having paid applicable tuition/fees.

See the Academic Calendar (http://www.lcsc.edu/registrar/academic-calendar/) for registration dates and deadlines.

Registration Changes

The last day to register or add classes without instructor approval is the fifth day of the term for full-term classes (dates for summer courses or condensed courses differ, check academic calendar). Between the fifth day and tenth day, students must secure the instructor's signature on an add/drop form to enroll in a class. Between the eleventh day and the Thursday before finals week, students must secure the instructor and Division Chair's signatures on an add/drop form to enroll in a class. This add/drop form must be brought to the Office of Registrar & Records for processing. Students making their initial registration for the semester during the late registration period will be assessed late registration and late payment penalties.

Withdrawal

The withdrawal deadline, whereby students earn a "W" on their transcript, is the Thursday before Advance Registration for full-term classes. Dropping a class after this date requires a petition appeal to the Petition Committee.

Receiving a "W" on a transcript is a permanent notation indicating withdrawal from a course; it does not affect a student's GPA. Because it is an official part of the student record, it cannot be removed from the transcript or altered in any way.

WITHDRAWAL FROM A SINGLE COURSE

Students withdrawing from one or more courses before the deadline must initiate withdrawal by completing an add/drop form, which may be obtained from the Office of Registrar (http://www.lcsc.edu/registrar/). A grade of "W" will be entered on the permanent transcript for each course dropped. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

Receiving a "W" on a transcript is a permanent notation indicating withdrawal from a course; it does not affect a student's GPA. Because it is an official part of the student record, it cannot be removed from the transcript or altered in any way.

Total Withdrawal From All Semester Courses

Students withdrawing from all enrolled courses (total withdrawal from college) at any time must initiate withdrawal by logging on to WarriorWeb and submitting a Total Withdrawal Form. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly. Neither LCSC faculty nor staff will normally initiate the withdrawal of a student on the basis of non-attendance, unless the student is medically incapacitated or a harm to himself/herself or others.

A student may not totally withdraw from all courses in a term if any of the classes in the respective term have been graded. Students who have totally withdrawn from all courses for a term will not be allowed to register for any subsequent classes in the same term.

A grade of "W" will be entered on the permanent transcript for each course from which the student is withdrawn.

Any student under investigation for disciplinary or Title IX action may still withdraw; however, a notation of the pending conduct investigation will be noted on their transcript.
Involuntary Administrative Student Withdrawal

The college may choose to invoke the Involuntary Administrative Student Withdrawal Policy, which allows college administrators to either temporarily or permanently involuntarily withdraw a student from the college and/or Residence Life facilities, if it is determined that a student:

• Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
• Engages, or threatens to engage, in behavior which would cause significant property damage, which directly or substantially impedes the lawful activities of other members of the college, and/or
• Demonstrates an inability to satisfy personal needs (nourishment, shelter) such that there is reasonable possibility that serious physical harm or death might occur within a short period of time, and/or
• Otherwise commits a violation of the college's Student Code of Conduct and lacks the capacity to comprehend and participate in the college's disciplinary process, and/or
• Commits a violation of the college's Student Code of Conduct and did not understand the nature or wrongfulness of the conduct at the time of the offense.

Incapacitated Student Withdrawal

When a college official is made aware that a currently-enrolled student has become incapacitated due to injury or illness, and the Registrar receives written confirmation of such from a medical doctor, the Registrar shall initiate a total withdrawal on the student's behalf. A grade of "W" will be entered on the permanent transcript for each course dropped after 10th day.

Pre-Requisite Requirements

Students are required to meet course pre-requisites as stated in the course description (see Course Description (http://catalog.lcsc.edu/course-descriptions/) section). Failure to do so will result in dis-enrollment from the course. Students are allowed to pre-register in a requisite course if they are currently enrolled in the pre-requisite course. If students fail the pre-requisite course, they are dis-enrolled from the requisite course. Students may be dis-enrolled up to two days before a term begins.

Auditing

Students may choose to audit a course; however, no credit is earned for completing audited courses, nor do credits for audited courses count toward financial aid, graduation, or completion of degree requirements. All audited courses are graded as "AU" and do not affect GPA. All auditors must officially enroll, pay regular fees, and indicate audit status before the semester’s withdrawal deadline (see academic calendar). Students must petition to audit a course after the last day to withdraw. Auditing is not allowed in Career-Technical programs.

Repeated Courses

Students may repeat courses in which they were previously enrolled. Credit is usually allowed only once, and the GPA will reflect the most recent repeated grade. While the original course and grade remain on the permanent transcript, they are not used to calculate the cumulative GPA. Courses that may be repeated, for credit, are designated in their respective course description.

Final Examinations

Final examinations are scheduled during the last week of each semester for all students. As a matter of college policy, individual students are not permitted to take early final examinations. See the Final Exam schedule for dates, times, and locations.

Course Numbering

Courses numbered 001-099 are considered non-collegiate level (remedial/developmental). These courses are not used to satisfy graduation or degree requirements and are not used in calculating cumulative, term, or graduation GPAs. Courses numbered 100-299 are classified as lower division. Those numbered 300-499 are classified as upper division. The first digit of the course number generally indicates class level for which the course is intended. Students usually are not encouraged to take courses more than one year above their class standing.

Credits and Overload

There is an additional fee for each credit of 20 or more. Students wishing to register for 20-25 credits in one academic term must have an approved add/drop slip with their adviser’s signature. Students wishing to take 26 or more credits in one academic term must petition to do so.

Full- and Part-Time Status

The number of credits that a student is enrolled in determines full-time or part-time status. In order to complete a program within two years (most Associate degrees) or four years (most Baccalaureate degrees) students must complete 15 credits per term or 30 credits within the academic
year. Students attending college who are certified to receive benefits from the “GI Bill” or any veteran benefits programs, are expected to carry loads adequate to constitute the timely progress toward a degree or completion of their technology training program.

Full-time status required for on campus employment, eligibility for student office, financial aid and veteran benefits, is defined as enrollment in 12 or more semester credits. Full-time status, in terms of fee payment, is defined as enrollment in 12 or more credits per term which includes all credits.

Part-time students, in terms of fee payment, are those carrying no more than 11 credits in a given semester. Part-time students may not be eligible for all student body privileges.

### Class Level (Class Standing)

<table>
<thead>
<tr>
<th>Completed Credits</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-25</td>
<td>Freshman</td>
</tr>
<tr>
<td>26-57</td>
<td>Sophomore</td>
</tr>
<tr>
<td>58-89</td>
<td>Junior</td>
</tr>
<tr>
<td>90+</td>
<td>Senior</td>
</tr>
</tbody>
</table>

Students who attend after earning a baccalaureate degree will be designated as post-baccalaureate (PB).

### Petition Forms

*(for Exceptions to College Policy)*

Students seeking exceptions to college policy must submit a petition form to the Registrar & Records Office (RCH 108). Items for which students may petition include, but are not limited to, financial aid appeals, late adds, late drops and late total withdrawals, credit overloads (26+), General Education substitutions/waivers, and other miscellaneous issues. Students may obtain petition forms from the Office of Registrar & Records, or at www.lcsc.edu/registrar (http://www.lcsc.edu/registrar/).

### Family Educational Rights and Privacy Act

A variety of records are created and maintained by the college for students as they progress from admission through graduation. Such records are the property of LCSC and do not belong to the student.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

**DEFINITIONS:**

1. Education records: Records, in any media, that are directly related to a student and maintained by Lewis-Clark State College (LCSC) or by a party acting for the institution.

Records NOT protected by FERPA include:

- records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute
- records maintained by College security/law enforcement unit
- records of employment which relate exclusively to individuals in their capacity as employees (records of students employed by the College as a result of their status as students are education records, e.g. work-study)
- records created, or maintained by a physician, psychiatrist or other recognized professional acting in his or her professional capacity (including counseling and health records)

2. Student: Any individual who is enrolled in a LCSC credit or non-credit course on the first day of the course.

**DIRECTORY INFORMATION:**

Lewis-Clark State College considers the following Directory Information and WILL release this information WITHOUT the written consent of the student.

- Student name
- Address listings
- Telephone listings
- Photograph
- E-mail address
- Dates of attendance
- Enrollment status
Registrar and Records

- Class level
- Previous colleges attended
- Major/minor field of study
- Degree types and dates
- Club and athletic participation records
- Height and weight of members of athletic teams
- Scholarships Awarded
- College Leadership Position
- High-School attended/hometown
- Satisfactory academic standing/ honor roll or other recognition lists

NON-DIRECTORY INFORMATION:
Lewis-Clark College considers the following Non-Directory Information and therefore will NOT release this personally identifiable information without the student's written consent.

- Date of birth/age
- Social security number
- Student ID number
- Class schedule/roster
- Unsatisfactory academic standing
- Grades
- GPA (term and cumulative)
- Transcript
- Gender
- Credits (term and cumulative)

Student consent must be obtained before disclosing non-directory information, with some exceptions. Any information not defined explicitly as directory information is considered non-directory information. FERPA permits disclosure of non-directory information without student consent in circumstances outlined below:

- School faculty and staff who have a need to know to fulfill their official responsibilities.
- Other schools to which a student is transferring.
- Accrediting organizations.
- Organizations doing certain studies for or on behalf of the College.
- Appropriate parties in connection with financial aid to a student.
- Records can be released to parents of an eligible student if the student is a dependent for IRS tax purposes (except for health or counseling records which will not be disclosed without student consent or as required by law).
- Certain government officials in connection with local, state or federally-supported education programs.
- Individuals who have obtained court orders or subpoenas.
- Faculty and school officials who have a need to know concerning disciplinary action taken against a student.
- Persons who need to know in cases of health and safety emergencies when necessary to protect the health and safety of the student and/or others.
- State and local authorities to whom disclosure is required by state laws.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which education records and personally identifiable information (PII) contained in such records, including Social Security number, grades, or other private information, may be disclosed without student consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may be allowed to disclose student records and PII to a third-party designated by a Federal or State Authority to evaluate a federal or state supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may be allowed access to education records and PII to provide researchers performing certain types of studies, with information; in certain cases even when LCSC objects to or does not request such research. Federal and State Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent, PII from student education records, and they may track a student’s participation in education and
other programs by linking such PII to other personal information about a student that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FERPA gives certain rights to parents regarding their children’s educational records at the primary and secondary level. These rights transfer to the student upon reaching 18 years of age or attending any school beyond the secondary level.

Under FERPA a student does not have a right to access and review certain records including:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in the student’s file before 01/01/75.
- Confidential letters, etc., associated with admissions, employment, job placement or honors to which a student has waived rights of inspection and review.
- Educational records containing information about other students such as grades, test scores, etc.

The Solomon Amendment requires colleges and universities to release information regarding enrolled students to the military for recruitment purposes. Students may restrict disclosure to the military by restricting all disclosure of personal information.

Students may submit a “Directory Information Restriction Request” form to the Office of the Registrar to prevent directory or non-directory information from being released. Placing a full Non-Disclosure hold on student records will cause any and all future requests for contact information from LCSC persons, on non-essential matters, and from non-institutional persons and organizations, including scholarship organizations, prospective employers, and transcript request, etc., to be denied. The restriction will remain in place even after students have stopped attending or have graduated from Lewis-Clark State College and will only be removed if rescinded in writing by the student.

**STUDENT RIGHTS:**
FERPA affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the instructional division, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of a student’s education record that the student believes is inaccurate or misleading. Students should ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally-identifiable non-directory information contained in a student’s education records, except for those disclosures permitted under FERPA. FERPA permits disclosures of education records to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the Registrar & Records Office regarding any perceived FERPA violation. Upon receipt of the complaint, the Registrar will work with the V.P. for Student Affairs to investigate the complaint and take all necessary action to comply with the requirements of FERPA.

5. The right to file a complaint with the U.S. Department of Education concerning any alleged failures by Lewis-Clark State College to comply with the requirements of FERPA as set above.

   Family Policy Compliance Office

   U.S. Department of Education

   400 Maryland Avenue, SW

   Washington, DC 20202-4604

**STUDENT SCHEDULES:**
The Registrar & Records Office will not release class schedules or locations for any student. In the event that a student needs to be contacted, a message will be delivered to the student. However, this will only be done in emergency situations where the health and/or safety of an individual are of concern. It is the responsibility of all students to make available their whereabouts to parents, children, spouses or anyone else they deem appropriate.
COMMUNICATING WITH STUDENTS ABOUT THEIR RECORDS
When talking to students about their records, LCSC staff must make a reasonable attempt to verify that students are who they claim to be. This applies to in-person, phone and e-mail exchanges. An exception exists for inquiries received from an LCSC e-mail account.

- **In-person:** Before divulging information about a student's record, staff should ask for photo ID from that student. If the student does not have photo ID, staff should ask the student for at least one of the following: Student ID, SSN, birth date, phone number, or address. Staff who remain unsure about a student's identity should ask for answers to a combination of the above.

- **LCMail:** Since students must use their usernames and passwords to access their LCMail accounts, LCSC student e-mail is considered "secure" by the institution. Staff can assume that inquiries received from a student's LCMail account are from the student. No further verification is needed; however, no secure information (e.g. tax forms, social security card, banking documents) should be sent or requested through LCMail.

- **Phone:** Before divulging information about a student’s record, staff should ask the student for one of the following: Student ID, SSN, birth date, phone number, or address. Staff who remain unsure about a student's identity should ask for answers to a combination of the above. If the student's identity cannot be verified, no information should be shared.

- **Other Email:** No student information should be shared through personal, generic, or non-LCMail email addresses.

The Registrar & Records Office is the primary contact for all student information inquiries.

**Grading**
To calculate a grade point average (GPA), multiply the number of credits by the grade point value of the letter indicated. Thus, a 3-credit course with a grade of B (3) is assigned 9 points. The GPA is the result of dividing the total number of grade points by the total number of graded semester credits.

Grades preceded by an asterisk (*) are assigned to developmental courses and are not used to calculate GPA.

Grades of A, A-, B+, B, B-, C+, C, C-, D, P, and S are considered passing; however, grades of C-, D+, D, U, P, and S may not be acceptable in meeting certain program requirements. Students should consult with their advisers about these grades. S, NC and U grades are used in certain courses designated by the college (see course descriptions). Courses so designated may not yield any other grade.

If a course is so designated, a student may choose P/F grading as an option at the time of registration or during the add/drop period. To earn a Passing grade, student’s work must be at a grade of C- or higher; a D+ or lower will earn a failing grade of "F." This is the only grading option available for some courses. General Education Core courses MAY NOT be graded with "P" grades, with the exception of General Education courses completed through Advanced Placement, CLEP or Challenge Exams. Courses graded with the Pass/Fail option receiving a "P" grade are not included in the calculation of the term or cumulative GPA and do not count for term or graduation honors. Courses graded with the Pass/Fail option receiving an "F" grade are included in the calculation of the term and cumulative GPA and do count for term and graduation honors.

The grade of "I" (incomplete) indicates that work is satisfactory, but because of extenuating circumstances, has not been completed by the end of the term. The grade is given at the discretion of the instructor when the student has made substantial progress (at least 80% of coursework completed) toward completion of coursework. For all "I" grades, the date of completion may be no later than one subsequent semester. Faculty members have the prerogative to extend the completion date for a grade of Incomplete one additional semester under exceptional or extenuating circumstances. The exact date of completion will be specified by the instructor. If the Incomplete is received during a Spring or Fall session, the student has one full semester following that session in which to complete the course (summer sessions do not count as a full semester).

Students who earn an Incomplete in their final semester before graduating have six weeks to complete their coursework and receive a final letter grade.

After semester grades have been posted, instructors wishing to initiate a grade change must complete an electronic Grade Change Form via WarriorWeb.

**Grade Points and Status**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Distinguished</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Distinguished</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Superior</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
</tbody>
</table>
Grade Appeal
If a student believes he or she has received an incorrect or unfair grade, that student should follow steps outlined in the Grade Appeal/Grievances/Complaints Policy 5.310.

This policy does not apply to grades given for alleged academic dishonesty or for unsafe clinical practice. Academic dishonesty shall be treated as a violation of the Student Code of Conduct and shall be determined under the Code of Conduct rules. Unsafe clinical practice shall be handled by the procedures established by the relevant divisions. In the case that the instructor is no longer at the institution, the responsibility for representing the original instructor’s interests rests with the Division Chair or his/her designee.

Final Term Grades
Final grades are available for student viewing and printing via WarriorWeb upon course completion.

Mid-Term Grades
Mid-term grades are required to be submitted by faculty by the end of the ninth week for all full-term classes numbered 1 to 299. This requirement does not apply to CareerTechnical Education courses or to Kinesiology activity courses. Mid-term grades are not calculated in the GPA and do not appear on a student’s transcript. However, mid-term grades are valuable for both students and faculty as progress checks and advising tools. Mid-term grades are available via WarriorWeb.

Scholastic Honors - President’s and Dean's Lists
Students who earn a semester GPA of 3.25-3.749 while carrying a minimum of twelve (12) semester college-level (courses above 100) credits on the A-F grading system, are placed on the Dean’s List. Those earning a semester GPA of 3.75 and above while carrying a minimum of twelve (12) semester college-level credits on the A-F grading system are placed on the President’s List for outstanding accomplishment.

Academic Standing Criteria

Good Standing
The minimum cumulative GPA required for students to be in “good standing” is a 2.0 on all credits attempted at LCSC.

Probation
At the end of a semester*, students who do not attain a 2.0 cumulative GPA are placed on “academic probation” for the next semester of enrollment. Students on academic probation who earn a cumulative GPA of 2.0 or higher will be returned to “good standing” status. Students on academic probation who obtain a term GPA of 2.0 or higher during the subsequent semester after being placed on probation, but whose cumulative GPA is still below 2.0, will remain on probation.

Suspension
Students on probation with a cumulative GPA below 2.0 and a subsequent semester GPA below 2.0 will be placed on “academic suspension.” Students on academic suspension must sit out a minimum of one full semester (summer semester does not count). If students placed on academic suspension are registered for classes in subsequent terms, these classes will be removed from the students’ schedules by the Registrar & Records Office.

*First semester students earning an institutional cumulative GPA below 1.00 will be placed directly on Academic Suspension. Suspended students living in campus housing must arrange for move-out with Residence (https://www.uidaho.edu/student-life/housing/) Life.

Reinstatement Following Suspension
Students who have been academically suspended may not re-enroll (degree or non-degree) for at least one full semester. (Students may not attend a Summer Session if suspended at the end of Spring semester, nor does a Summer session count as the required semester “suspended out” of college.) Students wishing to re-enroll following academic suspension must apply for reinstatement after one semester has passed. Students academically suspended three times must wait five academic years before an application for reinstatement will be considered. Reinstatement applications...
www.lcsc.edu/media/189295/ReinstatementApplication.pdf) may be found on the Registrar’s website. Students wanting to appeal the suspension of one semester policy may submit a petition (http://www.lcsc.edu/media/3178694/Petition-Form-15-16.pdf) to the Petition Committee.

Forgiveness Policy

The curriculum leading to graduation requires that a student maintain a cumulative GPA of at least 2.0. There are individuals who, for a variety of reasons, have low academic achievement for past semesters. To encourage and reward determination, self-discipline, and achievement, LCSC will allow a student to submit an application for academic forgiveness (https://www.lcsc.edu/media/6180958/AcademicForgiveness-E-Form.pdf) to have up to two consecutive semesters considered for academic forgiveness.

Eligibility for academic forgiveness is subject to all of the following conditions:

- At the time the application is filed, a minimum of five years will have elapsed since the coursework to be forgiven was completed.
- The student must have completed at least 24 graded credits at the 100 level or above (pass/fail credits do not count) at LCSC with a minimum GPA of 2.25. These 24 credits must be completed following the semester(s) to be forgiven and will be considered a probationary period predating forgiveness.
- The student must submit, with their application, a written statement explaining why academic forgiveness should be awarded, including the student's current academic plan.
- The semester(s) to be forgiven must contain at least one “D” or “F” to be considered. Further, the entire semester (not individual courses) must be considered for forgiveness.
- A student may apply to forgive LCSC credits only. In addition, a student may apply for academic forgiveness only once during their academic career at LCSC.
- Students must apply for forgiveness prior to a degree/certificate being awarded.

Consequences of academic forgiveness to the student include the following:

- If the application qualifies under this policy, the student's academic record will be annotated to indicate that the forgiven courses, even if satisfactory, will not be counted toward the computation of credits, grade point and graduation requirements. All work will remain on the student’s record to ensure a true reflection of the academic history.
- However, grade points for forgiven credits, whether from LCSC or another college, will be figured into the student’s cumulative GPA to determine graduation “walking” or “final” honors.

Declaration of a Major

In addition to fulfilling general degree criteria and completing the General Education Core requirements, AS, AA, AAS, BA, BFA, BS, BSN, BSW, BAT or BAS degree candidates must also complete appropriate major requirements. Students must submit a Program Information Form (PIF) to officially declare a major and/or minor prior to earning 32 credits. Undeclared students will automatically be assigned to a Liberal Arts Associate Degree program until a major program is declared.

Minors

A minor field of study is not required, but is desirable and encouraged for all baccalaureate degree-seeking students. Requirements for a minor must be completed prior to graduation. Minors are listed on student transcripts, but not on diplomas nor announced at Commencement. Minors cannot be awarded independently from baccalaureate majors, nor can they be awarded retroactively.

Academic Certificates

Students may earn an academic certificate while pursuing an Associate or Baccalaureate degree at LCSC. The academic certificate will be awarded upon completion of the earned degree. If degree requirements are not met, the student will not earn an academic certificate. Federal financial aid is not available for students seeking a stand-alone academic certificate.

Non-degree-seeking students may opt to complete an academic certificate as a stand-alone credential if they have completed the required course prerequisites. Federal financial aid is not available for students seeking a stand-alone academic certificate.

Graduation Guide

Application for a Degree or Certificate

- Degrees and Certificates are not awarded automatically upon requirement completion. Students must submit a grad app through Student Planning once they have reviewed their degree audit with an advisor.
- Graduation application deadlines are: December 1st for spring graduation, and May 1 for fall graduation.
Students have six weeks after end-of-term to complete all graduation requirements. If requirements have not been met at that time, their application will be rolled forward to the next term. If requirements are not met within the next term, the application will be denied and the student must reapply for graduation.

Students graduate under the LCSC catalog in effect at the time of initial registration. Students may select a subsequent catalog provided the catalog is not more than seven years old at the time of graduation and the student was enrolled during the time period of the catalog they choose.

In the case of changes to the curriculum or graduation requirements, the college may allow substitute courses or activities to satisfy a degree or certificate. In the instance of substantial changes to the curriculum or graduation requisites, the college reserves the right to require students to follow the current programs. In the event of program inactivation, the college will make a reasonable effort to ensure that students who are within two years of completing the graduation requirements, and making normal progress toward completion of the requirements, will have the opportunity to complete the program.

Students applying for a degree or certificate are expected to participate in the Spring Commencement ceremony. Students must be within six credits of completion for their degree (and enrolled in these six credits during the summer) to participate in Spring Commencement. Students who choose not to participate in the ceremony must choose this option when they complete the graduation application.

Students are awarded their degree in the term in which they submit a graduation application for the respective degree. The Office of Registrar & Records awards each degree separately in the term the student submits a graduation application for the respective degree.

Certification, accreditation and licensure requirements are examples of “other conditions.”

LCSC holds only one Commencement ceremony each year at the end of spring semester. Students who graduate Fall semester may choose to participate in the Commencement ceremony the following Spring.

Baccalaureate Degree Requirements

To be recommended for a baccalaureate degree, the candidate must complete a minimum of 120 degree-counting semester credits to include:

1. No less than 36 semester credits of upper division work.
2. No less than 32 resident (LCSC) credits.
3. A cumulative GPA of not less than 2.0.
4. General Education Core Requirements for baccalaureate degrees: 34-40 lower division (100-200) semester credits plus 3 semester credits of upper division (ID 300/301) work.
5. A cumulative GPA of not less than 2.0 for all Core classes.
6. Courses required by their major field of study.
7. The Bachelor of Arts degree requires two years of the same college-level foreign/heritage language, 12 credits of which may be satisfied by competency credit as indicated on the student’s transcript.
8. Some Divisions require an exit examination as part of its degree requirements.
9. Meet with advisor to review Degree Audit and apply for graduation.
10. Degrees are awarded in the term in which the student applies for the degree.
11. Students will not be allowed to graduate with Incomplete (I) or In-Progress (IP) grades remaining on their transcript.
12. Students may elect to satisfy the requirements in a specific catalog as long as the catalog is no more than seven years old at the time of graduation, or they may choose to satisfy the requirements listed in a more recent catalog as long as the student attended LCSC during the effective period of the catalog.
13. Students may not use more than one catalog; students may not satisfy the General Education Core requirements from one catalog while satisfying the major requirements of another catalog.

Remedial and developmental coursework, typically numbered 001-099, are not college-level and cannot be used toward degree credit requirements. Total credit requirements depend upon the major program.

Certain Divisions have General Education Core requirements beyond those required by the college. Students majoring or seeking certification from these divisions are to follow the General Education Core requirements specified by their respective division programs.

All General Education Core courses must be graded courses. The "Pass/Fail" option is not available for any General Education Core requirements (http://catalog.lcsc.edu/academic-programs/) unless the course requirement is met by a challenge exam, Advanced Placement or CLEP.

Graduation Honors (Baccalaureate Degrees)

There are two types of graduation honors. “Walking” honors are for students who complete requirements in May, or the following August, and participate in May Commencement. “Final” honors are the honors listed on the official student transcript and diploma. Graduation honors are calculated using all credits earned (both LCSC credits as well as all transfer credits). “Walking” honors will be calculated using all credits earned by fall semester prior to graduation. Baccalaureate students are eligible to be awarded cum laude, magna cum laude, or summa cum laude honors upon attaining a cumulative GPA of 3.7, 3.8 or 3.9, respectively.
Grade points for courses “academically forgiven” will be used to calculate graduation honors; this is regardless of whether the academic forgiveness was granted at LCSC or another college. For either the walking or final honors, the number of credits used will be inclusive of courses graded Pass (P).

Graduation Honors (Associate Degrees)

There are two types of graduation honors. “Walking” honors are for students who complete requirements in May, or the following August, and participate in May Commencement. “Final” honors are the honors listed on the official student transcript and diploma. Graduation honors are calculated using all credits earned (both LCSC credits as well as all transfer credits). “Walking” honors will be calculated using all credits earned by Fall semester prior to graduation. Credit calculations are inclusive of “P” graded credits. Associate degree seeking students are eligible to be awarded Presidential Honors upon attaining a cumulative GPA of 3.75 or higher. However, grade points for courses “academically forgiven” will be used to calculate graduation honors.

Associate Degree and Certificate Requirements

Academic

To be recommended for an Academic Associate Degree (AA or AS), the candidate must complete at least 64 degree-counting\(^1\) semester credits to include:

1. No less than 16 semester credits of LCSC (residency) course work.
2. A cumulative GPA of not less than 2.0.
3. General Education Core requirements.
4. A cumulative GPA of not less than 2.0 for all Core classes.
5. Meet with advisor to review Degree Audit and apply for graduation. Degrees/certificates are awarded in the term in which the student applies for the degree/certificate.
6. Students will not be allowed to graduate with Incomplete (I) or In-Progress (IP) grades remaining on their transcript.
7. Students may elect to satisfy the requirements in a specific catalog as long as the catalog is no more than seven years old at the time of graduation, or may also choose to satisfy the requirements listed in a more recent catalog as long as the student attended LCSC during the effective period of the catalog.
8. Students may not use more than one catalog; students may not satisfy the General Education Core requirements from one catalog while satisfying the major requirements of another catalog.

\(^1\) Remedial and developmental coursework, typically numbered 001-099, are not college-level and cannot be used toward degree credit requirements.

Certain Divisions have General Education Core requirements beyond those required by the college. Students majoring or seeking certification from these Divisions are to follow the General Education Core requirements specified by their respective division programs.

All General Education Core courses must be graded courses. The “Pass/Fail” option is not available for any General Education Core requirements unless the course requirement is met by a challenge exam, Advanced Placement or CLEP.

Career & Technical Education

To be recommended for a Career & Technical Education Associate in Applied Science Degree (AAS) the candidate must complete at least 60 degree-counting\(^1\) semester hours of credit to include:

1. No less than 16 semester credits of LCSC course work.
2. A cumulative GPA of not less than 2.0.
3. General Education Core requirements: 16 credits.
4. A cumulative GPA of not less than 2.0 for all Core classes.
5. Meet with advisor to review Degree Audit and apply for graduation.
6. Students will not be allowed to graduate with Incomplete (I) or In-Progress (IP) grades remaining on their transcript.
7. Students may elect to satisfy the requirements in a specific catalog as long as the catalog is no more than seven years old at the time of graduation, or may also choose to satisfy the requirements listed in a more recent catalog as long as the student attended LCSC during the effective period of the catalog.
8. Students may not use more than one catalog; students may not satisfy the General Education Core requirements from one catalog while satisfying the major requirements of another catalog.

\(^1\) Remedial and developmental coursework, typically numbered 001-099, are not college-level and cannot be used toward degree credit requirements.
General Education Core requirements are specific to each individual major. All General Education Core courses must be graded courses. “Pass/Fail” option is not available for any General Education Core requirements unless the course requirement is met by a challenge exam, Advanced Placement or CLEP.

To be recommended for a Career & Technical Education Advanced Technical Certificate (ATC) or Intermediate Technical Certificates (ITC), the candidate must complete:

1. No less than 16 semester credits of LCSC coursework.
2. A minimum of 52 credits in technical and General Education courses (ATC), or a minimum of 30 credit hours (ITC). A minimum of 25% of the total required credits for an ATC or ITC must be completed at Lewis-Clark State College.
3. A cumulative GPA of not less than 2.0.
4. Meet with advisor to review Degree Audit and apply for graduation.

Certificates of Completion will be awarded to students who have completed an individual education contract of less than 30 credits with a 2.0 GPA. These contracts of prescribed courses to be completed are determined and agreed upon by the faculty advisor and the student. Students receiving Certificates of Completion normally are not eligible to participate in regular graduation ceremonies of LCSC. These certificates may indicate either credits or clock hours of instruction.

Concurrent Baccalaureate Degrees

A student may be granted more than one baccalaureate degree concurrently by meeting the General Education Core and major requirements of all degrees. Students must apply separately for each degree sought. Students are awarded their degree in the term in which they submit a graduation application for the respective degree. Students must earn an additional 16 credits (136+ total credits) to be awarded a second baccalaureate degree.

Requirements for an Additional Baccalaureate Degree and/or Teacher Certification

A student may earn additional baccalaureate degrees by meeting the following minimum requirements:

1. A minimum of 32 additional semester hours of residence work, or 16 semester hours of residence work if the student has attended LCSC for at least two years, or if the first baccalaureate was from LCSC; otherwise the full 32 semester credits must be earned in residence.
2. Completion of program requirements in the major field.
3. Satisfactory completion of other general requirements of the college.
4. Persons holding a baccalaureate degree and seeking only certification to teach must meet certification requirements (see Teacher Education Division section of this catalog), have a certifiable major field for secondary certificate seekers, and satisfy one and two above.
5. Meet with advisor to review Degree Audit and apply for graduation.
6. Students must earn an additional 16 credits (136+ total credits) to be awarded a second baccalaureate degree.

Commencement Ceremony

Lewis-Clark State College holds one commencement ceremony each year. Students who graduate within Fall, Spring, or Summer of an academic year, will walk in the spring commencement ceremony held in May. A spring commencement program is also held in Coeur d’Alene for students attending the CDA center. Check the graduation website for commencement dates and details: http://www.lcsc.edu/graduation/.

Honors and Post Graduation Grade Changes

• When a degree or certificate is awarded, a final cumulative GPA for that degree or certificate is noted on the transcript.
• Depending on the cumulative GPA, an Honors status (cum laude, magna cum laude, summa cum laude, or President’s Honors) is recorded on the student’s transcript and on the diploma.
• Grade changes may be submitted for courses that were required for a degree or certificate (after the degree/certificate has been awarded). If the grade change results in honor status change, the Registrar’s Office will issue the student a new diploma.
• If the student wishes to have a new transcript (with current grade, GPA and honors status) reissued, he/she will need to request this through the normal transcript request procedures and pay the applicable fee.

Residency Requirements for Fee Payment

In determining residency for fee assessment purposes, Lewis-Clark State College is governed by Idaho Statute 33-3717B (http://www.legislature.idaho.gov/idstat/Title33/T33CH37SECT33-3717B.htm).

Initial Determination of Residency Status

Residency is determined at the time of application to Lewis-Clark State College and is based on information provided on the student’s application for admission.

Requesting a Change of Residency Classification
If a student disagrees with a classification of “non-resident,” the student bears the burden of proof in requesting reclassification. The student must complete the Idaho Residency Determination Worksheet (https://www.lcsc.edu/registrar/forms-applications) in order to provide the Institution with the information necessary to re-evaluate the residency determination. The Worksheet, and all requested documentation, must be submitted to the Registrar by the 10th day of the semester in which reclassification is sought, and the student must comply with the Institution’s process for appealing residency determinations.

A student who disputes classification as a non-resident should take the following steps:

1. Thoroughly review the options for establishing Idaho residency and determine which option best fits the student’s situation.
2. If applying for residency as a dependent or independent student, review domicile requirements to ensure that the person on whom residency is based (self, parent, or spouse) has met all criteria.
3. Review documentation requirements on the Worksheet to confirm that documentation supporting the claim of residency can be provided to the Institution.
4. Submit the completed Worksheet and all required documentation to the Institution according to the Institution’s procedures for reviewing residency determinations.

After submitting the Worksheet and required documentation, the Institution will review its initial residency determination and provide the student with a written notice regarding its determination.

Institutional Appeal

Students may appeal the initial denial of residency by submitting a Student Petition Form (https://www.lcsc.edu/registrar/forms-applications) to the Petition Committee. The student is responsible for presenting evidence requested by the Committee. The Committee will meet and consider the appeal within 30 days of the date of appeal. The student will be notified in writing of the Committee’s decision. The decision of the Committee is final unless the student elects to appeal further to the Board.

Board Appeal

A student may appeal the Committee’s decision to the Idaho State Board of Education (“Board”). The decision of the Board is final and binding on all parties concerned, unless the student appeals to District Court.

Appeal to District Court

Appeal from a final determination denying resident status may be initiated by the filing of an action in the district court of the county in which the Institution is located.

For students who apply for special graduate and professional programs including, but not limited to, the WWAMI (Washington, Wyoming, Alaska, Montana, Idaho) regional medical program, the WICHE student exchange programs, Creighton University School of Dental Science, the University of Utah College of Medicine, and the Washington, Oregon, Idaho (WOI) Regional Program in Veterinary Medical Education, no applicant shall be certified or otherwise designated as a beneficiary of such special program who has not been a resident of the state of Idaho for at least one (1) calendar year previous to the application date.

Based on information provided on either the Asotin County Residency Status Request form or the Idaho Residency Determination Worksheet, a residency status (either resident, Asotin County, or non-resident) is determined. Students who disagree with the residency status they have been given, can appeal to the Petition Committee via completion of a petition form, which is available at https://www.lcsc.edu/registrar/forms-applications. Should verification of a student’s residency status result in a change, the new status will be reflected in the student’s final tuition statement.

**PATHWAYS FOR PROVING IDAHO RESIDENCY**

A student enrolling at Lewis-Clark State College may prove classification as an Idaho resident for tuition purposes by meeting the criteria for one of the following options.

1. **Dependent Student**: Any student who has one or more parent(s)/legal guardian(s) (“parent/guardian”) who is domiciled in Idaho and provides at least 50% of the student’s financial support. The parent/guardian must have maintained a bona fide domicile in Idaho for at least 12 months prior to the term in which the student is applying for residency.

2. **Independent Student**: Any student who receives less than 50% financial support from a parent/guardian; has continuously resided in, and maintained a bona fide domicile in Idaho for purposes other than education for at least 12 months prior to the term in which the student is applying for residency.

3. **Graduate of an Idaho High School**: Any student who is a graduate from an accredited Idaho high school, is domiciled in Idaho, and who enrolls in an institution within six years immediately following secondary school graduation regardless of the domicile of the student’s parent or guardian (except if a non-US citizen (see, definition of non-resident below)).

4. **Completed 6 Years of Elementary and Secondary Education in Idaho**: Any student who completed 6 years of elementary and secondary education in Idaho, is domiciled in Idaho, and matriculates at an Institution within 6 years following completion of secondary education.
5. **Married to an Idaho Resident.** Any student who is married to a person who is classified, or eligible for classification, as an Idaho resident for the purpose of attending an Institution.

6. **Armed Forces.** Any student, the spouse of the student, or the parent/guardian of a dependent student who meets one of the following criteria:
   a. Member of the Armed Forces who entered service as an Idaho resident, has maintained Idaho resident status, but is stationed outside of Idaho on military orders.
   b. Member of the Armed Forces stationed in Idaho on military orders.
   c. Officer or enlisted member of the Idaho National Guard.
   d. Member who has been separated, under honorable conditions, from the Armed Forces after at least 2 years of service
      i. Who at the time of separation designated Idaho as the intended domicile, and within 1 year of the date of separation enters an Institution; or
      ii. Who listed Idaho as the home of record in service, and within 1 year of the date of separation enters an Institution; or
   e. Who moves to Idaho for the purpose of establishing domicile; provided however, to maintain status as a resident student, such person must actively establish domicile in Idaho within 1 year of registration at an Institution.

7. **Who moves to Idaho for the purpose of establishing domicile; provided however, to maintain status as a resident student, such person must actively establish domicile in Idaho within 1 year of registration at an Institution.**

8. **Member of the following Idaho Native American Indian Tribes.** Members of the following Idaho Native American Indian Tribes “whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho”:
   a. Coeur d’Alene;
   b. Shoshone-Paiute;
   c. Nez Perce;
   d. Shoshone-Bannock;
   e. Kootenai; or
   f. Eastern Shoshone

15. Lewis-Clark State College also recognizes the following American Indian tribes' customary boundaries: Spokane, Kalispel, Colville Confederated Tribes, Confederated Salish-Kootenai Tribes, Confederated Tribes of the Umatilla Indian Reservation and Yakama Tribes.

**Becoming an Idaho Resident**

The establishment of domicile in Idaho by a person formerly domiciled outside of Idaho has occurred for residency purposes if the person is present in Idaho primarily for purposes other than educational.

If a student has been enrolled at an Institution full time during the prior 12 months, the student is presumed to be in Idaho primarily for educational purposes and is a non-resident. Such period of enrollment is not counted toward the establishment of a domicile in Idaho unless the student can provide proof of full-time employment in Idaho for the prior 12 month period and the filing of an Idaho state resident income tax return for the prior tax year.

**Domicile**

Domicile is an individual’s true, fixed and permanent home and place of habitation; it is the place where the individual intends to remain and expects to return to when leaving without establish a new domicile elsewhere. Residency for a dependent student is based on the domicile of the student’s parent/guardian. Residency for an independent student is based on the domicile of the independent student or the student’s spouse.

The following is a non-exhaustive list of factors which, if supported by documentation, support a claim of domicile in Idaho:

1. Meeting at least **one** of the following 3 criteria for 12 months before the term in for which residency is sought:
   a. Physical presence in Idaho;
   b. Filing of Idaho state income tax return for a period of at least 12 months before the term in which the student proposes to enroll as a resident student; or
   c. Permanent full-time employment or the hourly equivalent in Idaho (30 hours per week, or 120 hours per month)
2. Proving at least **five** of the following type of criteria for 12 months before the term for which residency is sought:
   a. Ownership or leasing of a residence in Idaho;
   b. Registration and payment of Idaho taxes or fees, other than income tax;
   c. Registration to vote in Idaho;
   d. Holding an Idaho driver’s license or ID card;
   e. Evidence of abandonment of a previous domicile;
   f. Establishment of accounts with Idaho financial institutions;
   g. Other similar factors such as:
i. Enrollment of dependent children in Idaho primary or secondary schools
ii. Acceptance of permanent employment in Idaho
iii. Documentation of need to care for relative in Idaho

**IMPORTANT DEFINITIONS**

**Non-resident**. A non-resident student is any student who:

1. Does not qualify for residency under the above options; or
2. Attends an Institution with financial assistance from another country or governmental unit or agency thereof, such non-residency continuing for 1 year after completion of the term for which such assistance is last provided. WUE is classified as such financial assistance and is a disqualifying factor for Idaho residency; or
3. Is not a citizen of the United States unless the person can prove domicile in Idaho for the required 12 months and can provide verification of lawful presence in the United States such as:
   a. permanent or temporary resident immigration status with the United States Citizen and Immigration Services ("USCIS").
   b. "refugee-parolee" or "conditional entrant" status with the USCIS.
   c. inspection and admittance to the United States through the USCIS and documentation showing no violations of the terms of admittance.
   d. deferred action for childhood arrival status with the USCIS.

**Continuously Resided** means has maintained a physical presence in Idaho for 12 consecutive months. An independent student must have continuously resided in Idaho for the 12 months prior to the term for which residency is sought. Evidence of physical presence in Idaho might include: utility statements; rental agreement; bank statements; documentation from Idaho employer, etc.

**Primarily Educational Purposes** means enrollment in more than 12 credit hours in any term during the past 12 months.

**Armed Forces** means the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, and does not include the Reserves.

**Credit by Prior Learning Assessment**

Students may earn college credit for specific learning achieved through life and work experiences upon successful completion of one or more forms of Prior Learning listed below. Scores for standardized exams have been established to ensure that student’s prior learning is equivalent to the learning outcomes of courses. Faculty with expertise in course subject areas assess Challenge Exams or Portfolios and award credit, where merited, for college level learning, characterized by a balance of theory and practice, derived from experience. Credit is only awarded for learning and not for experience.

**Competency Credit**

Many areas of learning have vertical content in which higher levels are dependent upon skill and knowledge acquired at lower levels. Students may complete a “Competency Credit” form to receive credit for sequential courses. If lower level learning can be demonstrated to the satisfaction of faculty who offer these courses, such as mathematics and foreign languages, students may request to enroll in the higher level or advanced course. Students who earn a grade of “C” or better in the higher level advanced course may be awarded competency credit for the bypassed lower level course by securing faculty and Division Chair signatures on a Competency Credit form and then submitting the Competency Credit form to the Registrar & Records Office for processing. Competency credits will be posted to students’ transcripts in the term in which they completed the higher level course and will be designated with a "CC" prior to the course title. There is no fee for filing this form.

**Forms of Prior Learning Assessment**

1. Faculty Developed Course Specific Portfolio Assessments (portfolios limited to 25% of total credits)
2. Standardized Assessments*:
   a. Advanced Placement (AP)
   b. College Level Examination Program (CLEP)
   c. DANTES Subject Standardized Tests (DSST)
   d. International Baccalaureate (IB)
3. Faculty Developed Course Specific Challenge Exams
4. Credit Recommendations:
   a. American Council on Education recommendations (ACE)
   b. Placement into higher course based on Scholastic Aptitude Test (SAT)
   c. Placement into higher course based on American College Testing (ACT)
   d. Placement into higher course based on another form of placement testing (such as the LCSC Writing Placement Exam, or ALEKS). Others to be determined on a case-by-case basis.
   e. Competency Credit (credit earned for satisfactory completion of a higher course in a direct curriculum sequence).
*Test results older than 10 years will not be accepted. In some cases, a locally administered essay will need to be completed prior to the awarding of credit.

**Prior Learning Eligibility & Limitations**

- Student must be currently enrolled at LCSC to have any credits earned through PLA noted to the transcript.
- Student must complete and obtain approvals on the Course Challenge Form or the Course Portfolio Form prior to beginning the Challenge Exam or Portfolio process.
- Credits are awarded only for courses in the current college catalog, or that are part of the required curriculum of a degree plan from a catalog still in force (no more than 7 years old at the time of the student’s graduation).
- Divisions or programs may limit credit by PLA to specific courses.
- PLA credits will not be awarded for courses that are the same, or similar to, courses the applicant is enrolled in, once the course has begun, or has audited, regardless of the grade the student received for the course.
- A student may not attempt PLA credits for the same course by both a Challenge Exam and Portfolio.
- If a student attempts PLA credits by a Challenge Exam or Portfolio and is not awarded credits, credit will only be available by enrolling in, and passing, the course.
- PLA credits do not count towards LCSC residency credits or towards Federal Financial Aid, including scholarships.
- Though Idaho institutions work closely together to ensure transfer of credit, there is no guarantee that another higher-education institution will transfer credits earned through PLA.
- More can be found by going to the Prior Learning Website (http://www.lcsc.edu/liberal-arts-and-sciences/prior-learning-assessment/).

**CLEP, DSST, DANTES exam credit score chart**

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<tr>
<th>Division</th>
<th>Test</th>
<th>Minimum Score</th>
<th>LCSC Course Equivalency</th>
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<th>Test satisfies Core requirements?</th>
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<td>Financial Accounting</td>
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<td>AC Elective</td>
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<td>Information Systems</td>
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<td>Composition &amp; Literature (Humanities)</td>
<td>American Literature</td>
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<td>SPAN-101, 102, 201, 202</td>
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### History & Social Sciences

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<td>History of the United States I: Early Colonization to 1877</td>
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<td>HIST-111</td>
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### Ap exam Credit score chart

Students must request an official AP transcript be sent to the Registrar for evaluation of any LCSC equivalent courses.

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<tr>
<th>Division</th>
<th>AP Test</th>
<th>Minimum Score Required</th>
<th>LCSC Equivalent Course</th>
<th>Total Credits Granted</th>
<th>AP Test Satisfies Core Requirement?</th>
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**IB exam Score chart**

IB transcripts should be sent to the Registrar for evaluation of any LCSC equivalent courses.

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