

# REGISTRAR AND RECORDS

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## Contact Information

**Interim Registrar:** Kim Tuschhoff  
**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, academic policy petitions, and athletic eligibility assessment.

## 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. Courses numbered 500-599 are classified as graduate level courses. 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

Students who want to register for 20 or more credits will pay an overload fee per credit. Students who take 20-25 credits in one academic term must have an approved add/drop slip with their advisor's signature. If students want to take more than 25 credits in one academic term, they will need to submit a petition ( see "Petitioning" section).

## 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 is 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. Graduate level students must be enrolled in 9 or more credits per term to be considered full-time.

## Class Level (Class Standing)

Completed Credits	Standing
0-25	Freshman
26-57	Sophomore
58-89	Junior
90+	Senior

Students who attend after earning a baccalaureate degree will be designated as post-baccalaureate (PB) or graduate student, as applicable.

## Petition Forms

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, late adds, late drops, late total withdrawals, academic suspension appeals, credit overloads (26+), General Education substitutions/waivers, and other miscellaneous issues. Students may obtain a petition from the Office of Registrar & Records, or at <https://www.lcsc.edu/registrar/student-information/grades/petitioning> (<https://www.lcsc.edu/registrar/student-information/grades/petitioning/>)

## 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 LC State 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 (LC State) 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 LC State credit or non-credit.

### DIRECTORY INFORMATION:

LC State considers the following Directory Information and WILL release this information WITHOUT the written consent of the student.

- Student name
- Student ID number\*
- Address listings
- Telephone listings
- Photograph
- E-mail address
- Dates of attendance
- Enrollment status (full-time or part-time)
- Class level (FR, SO, JR, SR, PB, GR)
- High school and other academic institutions attended
- Major/minor field of study
- Degree earned and date it was conferred
- Club and athletic participation records
- Height and weight of members of athletic teams
- Scholarships Awarded
- College Leadership Position
- Satisfactory academic standing/ honor roll or other recognition lists

\*Student ID number is permissible as long as it cannot be used alone to gain access to education records. Students must present photo ID when interacting with faculty/staff in person. Students will be asked a series of questions to verify their identity over the phone and/or email.

### NON-DIRECTORY INFORMATION:

LC State 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
- 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 LC State 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 Registrar & Records Office 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 LC State 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, division chair, 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 Senior Vice President/Vice President 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, LC State 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.

- **In-person:** Before divulging information about a student's record, staff must ask for photo ID from that student.
- **WarriorMail:** Students will be asked the same initial questions as a phone call as well as a series of questions to verify their identity over WarriorMail.
- **Phone:** Before divulging information about a student's record, staff must ask the student for the following initial questions: student ID, date of birth, and address. In addition to these initial questions, students will also be asked a series of questions to verify their identity.
- **Other Email:** No student information should be shared through personal, generic, or non-WarriorMail 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. For example, 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 as developmental courses and are not used to calculate GPA.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, 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 advisors 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 affect 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, per student request, and only 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, and extensions are not allowed. The exact date of completion will be specified by the instructor. On that date, the incomplete will expire to an F if no grade is assigned 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).

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

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

### Grade Points and Status

Letter Grade	Points	Status
A	4.0	Distinguished
A-	3.67	Distinguished
B+	3.33	Superior
B	3.0	Superior
B-	2.67	Average
C+	2.33	Average
C	2.0	Average
C-	1.67	Below Average
D+	1.33	Below Average
D	1.0	Below Average
F	0.0	Failing
P	n/a	Passing
S	n/a	Satisfactory/passing
U	n/a	Unsatisfactory/failing
W	n/a	Withdrawal
I	n/a	Incomplete
IP	n/a	In Progress; must re-register (technical courses only)
AU	n/a	Audited Course
CIP	n/a	Course in Progress
NC	n/a	No-Credit (only used with Registrar's approval)

### 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 Career Technical 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 LC State.

### 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 will petition directly to the Petition Committee. For students who are placed on academic suspension and are registered for the subsequent term, classes will be removed from the students' schedules by the Registrar and Records Office.

First semester students who earn below a 1.0 cumulative GPA will be placed on "academic suspension". Suspended students living on campus must make arrangements with Residence Life.

### Reinstatement Following Suspension

Current students who are reinstated after suspension will meet with their advisor to re-enroll in courses. Students who sit out at least one term must reapply for admission and submit a petition (<https://www.lcsc.edu/registrar/student-information/grades/petitioning/>) to be considered for reinstatement.

## Forgiveness Policy

Students who have poor previous academic records may apply for up to two consecutive semesters of academic forgiveness (<https://www.lcsc.edu/registrar/student-information/grades/petitioning/>).

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 LC State 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 predicated on 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 LC State credits only. In addition, a student may apply for academic forgiveness only once during their academic career at LC State.
- 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.
- Grade points for forgiven credits, whether from LC State 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, 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 LC State. 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.

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.

Federal financial aid is not available for students seeking a stand-alone academic certificate.

Graduate level courses are numbered 500-599. Any student registering for a graduate-level course will require instructor permission prior to registering for the course.

Undergraduate students are not permitted to take graduate-level courses unless they have been accepted into the pre-graduate program and are limited to a maximum of six graduate credits. Once a student has completed their bachelor's degree, they will be eligible to move into a full graduate program.

## Graduation Guide

### Application for a Degree or Certificate

- Degrees and Certificates are not awarded automatically upon requirement completion. Degree seeking students must submit a graduation application through WarriorWeb once they have reviewed their degree audit with an advisor.
- Non-degree seeking students are not eligible to apply for graduation.
- 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 the student is enrolled, or deleted if not enrolled. If requirements are not met within the next enrolled term, the application will be denied, and the student must reapply for graduation when ready to graduate.
- Students graduate under the LC State catalog in effect during the time of their enrollment. 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. Students may not graduate in a program credential for which they were never officially enrolled in or if the program credential has been suspended or inactivated during this seven-year period.
- 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 credential inactivation, the college will make a reasonable effort to ensure that students who are within two years (no more than 48 credits) 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.<sup>1</sup> Students must be completing their degree in the Summer semester 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.

<sup>1</sup> LC State holds one Commencement ceremony each Spring. Students who graduate in the preceding Fall semester, or following Summer semester may choose to participate in the Commencement ceremony that Spring.

### Baccalaureate Degree Requirements

To be recommended for a baccalaureate degree, the candidate must complete a minimum of 120 degree-counting<sup>1</sup> semester credits to include:

1. No less than 36 semester credits of upper division work.
2. No less than 32 resident (LC State) credits.
3. Minimum 2.0 cumulative GPA.
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. Minimum 2.0 cumulative GPA for all Core classes.
6. Courses required by their major field of study.
7. The Bachelor of Arts and Bachelor of Fine Arts degrees require 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 LC State 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.

<sup>1</sup> Remedial and developmental coursework, typically numbered 001-099, are not college-level and cannot be used toward degree credit requirements. Total credit requirements depends 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. (<https://www.lcsc.edu/adult-learning-programs/prior-learning-assessment/>)

(\*NOTE: Spring 2020 grading policy change allowed for P/F of core courses due to the COVID-19 outbreak and subsequent online delivery of all LC State courses.)

### **Graduation Honors (Baccalaureate Degrees)**

There are two types of graduation honors. "Walking" honors are for students who complete requirements in May or August and participate in Spring Commencement. These honors are calculated using all credits earned (both LC State credits as well as all transfer credits) by the end of the fall term prior to Spring Commencement.

Walking honors are used solely for honor cord purposes. Cords for fall graduates of the same academic year will be distributed based on their Final Honors upon degree conferral.

Walking honors are not official LC honors. Graduation (final) honors will be calculated after spring semester grades are verified by the Registrar's Office and may differ from the determined Walking Honor.

Graduation of "Final" honors are calculated using all credits earned (both LC State credits as well as all final credits) at the time of graduation. Final honors are posted to the transcript and diploma.

Grade points for courses "academically forgiven" will be used to calculate graduation honors. This is regardless of whether the academic forgiveness was granted at LC State or another college. For either the walking or final honors, the number of credits used will be inclusive of courses graded Pass (P).

### **Baccalaureate degree graduates**

Based on cumulative all-source GPA (including all transfer coursework):

Cum Laude - 3.7 (silver cords)

Magna Cum Laude - 3.8 (gold cords)

Summa Cum Laude - 3.9 (silver and gold cords)

### **Associate Degree Graduates**

Based on cumulative all-source GPA (including all transfer coursework).

## Associate Degree and Certificate Requirements

### Academic

To be recommended for an academic associate degree (AA or AS), the candidate must complete at least 60 degree-counting<sup>1</sup> semester credits to include:

1. No less than 16 semester credits of LC State (residency) coursework.
2. Minimum 2.0 cumulative GPA.
3. General Education Core requirements.
4. Minimum 2.0 cumulative GPA 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 LC State 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.

<sup>1</sup> 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 (<https://www.lcsc.edu/adult-learning-programs/prior-learning-assessment/>).

### Career Technical Education

To be recommended for an Associate of Applied Science Degree (AAS), the candidate must complete at least 60 degree-counting<sup>1</sup> semester credits to include:

1. No less than 16 semester credits of LC State course work.
2. Minimum 2.0 cumulative GPA.
3. General Education Core requirements: 16 credits.
4. Minimum 2.0 cumulative GPA 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 LC State 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.

<sup>1</sup> 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 Certificate (ITC), the candidate must complete:

1. No less than 16 semester credits of LC State 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. Minimum 2.0 cumulative GPA.
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 LC State. 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. Students are awarded their degree in the term in which they submit a graduation application. 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 credits of residency coursework. If the student has attended LC State for at least two years or if the first baccalaureate was from LC State, 16 credits of residency coursework must be completed.
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 & Mathematics Division (<http://catalog.lcsc.edu/professional-studies/teacher-education-mathematics-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. 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.

## Petition Forms

### *Used for Exceptions to College Policy*

Students seeking exceptions to college policy must submit a petition form (<https://www.lcsc.edu/registrar/student-information/grades/petitioning/>) to the Registrar & Records Office. Items for which students may petition include, but are not limited to, late adds, late drops, late total withdrawals, academic suspension appeals, credit overloads (26+), General Education substitutions/waivers, and other miscellaneous issues.

## Exam Placement Scores

Academic degree-seeking students are not required to submit test scores for admission. However, it is recommended that academic applicants take the ACT/SAT or ALEKS math placement test and Writing Placement Exam for English/math placement. Career Technical degree-seeking students are required to submit test scores as part of their admission file. Test scores are used during the educational planning process to determine if the student is prepared for a technical program, and to assist all students in selecting appropriate level courses in which they will be successful.

Successful completion of college-level coursework on official transcripts from previous colleges/universities may exempt a student from submitting test scores.

All test scores must be no more than five years old from the date of course registration.

LC State uses the highest sub-scores on both the ACT and SAT when making scholarship decisions and in the advisement and course placement of students. Since we use the highest separate scores from different test administrations (e.g. the highest evidence-based reading and writing and

mathematics scores from the SAT; the highest English and mathematics from the ACT), students are encouraged to provide LC State with all results from all administrations of the ACT or SAT.

Applicants may take the ALEKS math test or Writing Placement Exam at LC State or at an approved proctor site. Schedule a time to take the test by calling the Testing Center at 208-792-2100. There is a fee associated with each test. Test results should be sent directly to the Admissions Office by e-mailing [admissions@lcsc.edu](mailto:admissions@lcsc.edu), faxing to 208-792-2876, or uploading the results to the student's application portal (<https://apply.lcsc.edu/>).

## Course Placement Scores

### ENGLISH COMPOSITION PLACEMENT

ACT-English	SAT-Critical Reading	Writing Placement	TABE	Take Course #	Course Name
1-17	200-490	1	N/A	ENGL-101 + ENGL-103	Writing and Rhetoric I + Workshop
18-24	500-620	2	3	ENGL-101	Writing and Rhetoric I
				ENGL-109	College Writing and Research
25-30	630-730	3	4	ENGL-102	Writing and Rhetoric II
31-36	740-800	N/A	5	Earn 6 credits (ENGL-101 & ENGL-102) II	Writing and Rhetoric I & II

#### English composition placement for ESL students:

Students who are non-native speakers of English will be required to submit proof of English language proficiency.

### MATH PLACEMENT

ACT-Math	SAT-Math	ALEKS Test	TABE	Take Course #	Course Name
1-15	200-420	0-13	300-536	MTHPT-010	Arithmetic/Pre-Algebra
				MATH-015	Arithmetic & Pre-Algebra
				MTHPT-103P*	Supplemental Instruction for MTHPT-103
16-18	430-500	14-29	537-595	MATH-023	Basic Algebra for Math as a Liberal Art
				MATH-025	Basic Algebra
				MATH-123P*	Supplemental Instruction for MATH-123
				MATH-153P*	Supplemental Instruction for MATH-153
19-22	510-569	30-45	596-800	MTHPT-103	Applied Algebra
				MATH-140	Algebraic Reasoning and Problem-Solving
				MATH-157P*	Supplemental Instruction for MATH-157
19-36	510-800	30-100	596-800	MATH-123	Math in Modern Society
				MATH-130	Finite Mathematics
				MATH-153	Statistical Reasoning
				MTHPT-130	Statistical Reasoning
				MTHPT-137	Math for Technology
23-36	570-800	46-100	N/A	MATH-143	Precalculus I: Algebra
				MATH-147	Pre-Calculus
				MATH-157	Mathematics for Elementary Teachers 1
				MATH-186	Discrete Mathematics
				MATH-253	Statistical Methods

27-36		61-100		MATH-144	Precalculus II: Trigonometry
29-36	690-800	76-100	3	MATH-170	Calculus I

Course Placement Chart (<https://www.lcsc.edu/advising/advising-services/advising-tips-for-students/which-math-class-do-i-take/>)

\*P courses must be taken concurrently with their associated core-level Math course.

For AP score placement, see the AP Exam Credit Score Chart (<https://www.lcsc.edu/registrar/student-information/student-resources/ap-exam-credit-score-chart/>).

## DEVELOPMENTAL PLACEMENT

Academic students who place into developmental courses (ENGL-103, MATH-015, MATH-023, or MATH-025) will follow a highly structured advising and registration process to facilitate their college success, focused on successful and timely completion of their developmental courses.

## Credit by Prior Learning Assessment

Prior Learning Assessment (PLA) is a process by which you can earn college credit for life and work experiences. Through one of the many forms of PLA described below, you have the opportunity to demonstrate that your prior learning integrates theory and practice and demonstrates your achievement of the learning outcomes of certain LC State courses. Prior Learning is assessed by faculty with expertise in the subject matter, and is only awarded for learning and not for experience alone.

## Competency Credit

Students may complete a "Competency Credit" form to receive credit for sequential courses. 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 instructor and division chair signatures on a Competency Credit form (<https://www.lcsc.edu/media/13989/competency-credit-form-accessible.pdf>). 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 submitting this form.

## Forms of Prior Learning Assessment

- Standardized Assessments\*:
  - Advanced Placement (AP)
  - American Council on Education Recommendations (ACE)
  - College Level Examination Program (CLEP)
  - DANTES Subject Standardized Tests (DSST)
  - International Baccalaureate (IB)
- Faculty Developed Course Specific Challenge Exams (<https://www.lcsc.edu/media/13990/course-challenge-form-accessible.pdf>)
- Portfolio Assessment (<https://www.lcsc.edu/media/13991/course-portfolio-form-accessible.pdf>)

\*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 LC State to have any credits earned through PLA noted to the transcript.
- 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 seven 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, or has audited, regardless of the grade the student received.
- 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 toward LC State residency credits or toward 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 details may be found on the Prior Learning Website. (<https://www.lcsc.edu/adult-learning-programs/prior-learning-assessment/>)

**CLEP exam credit score chart**

Division	Test	Minimum Score	LCSC Course Equivalency	Cr	Test satisfies Core requirements?
Business	Financial Accounting	50	AC Elective	3	No
	Information Systems	50	BUS-221	3	No
	Introductory Business Law	50	BUS-365	3	No
	Principles of Management	50	BUS-311	3	No
	Principles of Marketing	50	BUS-321	3	No
Composition & Literature (Humanities)	American Literature	50	Core Literature	3	Yes
	Analyzing & Interpreting Literature	50	ENGL-175	3	Yes
	College Composition	50	ENGL-101	3	Yes
	English Literature	50	Core Literature	3	Yes
	Freshman College Composition	50	ENGL-101	3	Yes
	Humanities General Exam	50	Core Humanities	3	Yes
	World Languages (Humanities)	Spanish Language-Level I	50	SPAN-101 & SPAN-102	8
	Spanish Language-Level II	63	SPAN-101 SPAN-102 SPAN-201	12	Yes
	Spanish with Writing - Level I	50	SPAN-101 SPAN-102	8	YES
	Spanish with Writing - Level II	65	SPAN-101 SPAN-102 SPAN-201 SPAN-202	16	YES
	French Language-Level I	50	FREN 101, 102	8	Yes
	French Language-Level II	63	FREN 101, 102, 201	12	Yes
	German Language-Level I	50	GERM 101, 102	8	Yes
	German Language-Level II	63	GERM 101, 102, 201	12	Yes
Science & Mathematics	Biology	50	BIOL-100	4	No
	Calculus	50	MATH-170	4	Yes
	Chemistry	50	CHEM-111 & CHEM-112	8	Yes
	College Algebra	50	MATH-143	3	Yes
	College Mathematics	50	MATH-123	3	Yes
	Natural Sciences General Exam	50	NS-150	3	Yes
	Pre Calculus	50	MATH-147	5	Yes
History & Social Sciences	American Government	50	POLS-101	3	Yes
	History of the United States I: Early Colonization to 1877	50	HIST-111	3	Yes
	History of the United States II: 1865 to the Present	50	HIST-112	3	Yes
	Human Growth & Development	50	PSYC-205	3	Yes
	Intro to Educational Psychology	50	PSYC-321	3	No
	Intro to Psychology	50	PSYC-101	3	Yes

Intro to Sociology	50	SOC-101	3	Yes
Macroeconomics	50	ECON-201	3	Yes
Microeconomics	50	ECON-202	3	Yes
Western Civilization I: Ancient Near East to 1648	50	HIST-101	3	Yes
Western Civilization II: 1648 to the Present	50	HIST-102	3	Yes

### Ap exam Credit score chart

Students must request an official AP transcript be sent to the Registrar & Records Office for evaluation of any LC State equivalent courses.

Division	AP Test	Minimum Score Required	LCSC Equivalent Course	Total Credits Granted	AP Test Satisfies Core Requirement?
Arts (Humanities)	Art History	3	ART-100	3	Yes
	Studio Art-Drawing	3	ART-111	3	No
	Music Theory	3	MUS-142	3	No
English (Humanities)	English Lang/Comp	3	ENGL-101	3	Yes
	English Lang/Comp	4/5	ENGL-102	3	Yes
	English Lit/Comp	3	ENGL-175	3	Yes
History & Social Sciences	Comparative Gov't/Politics	3	POLS-285	3	Yes
	European History	3	HIST - Elective	3	No
	Human Geography	3	SS-Elective	3	No
(Business)	Macroeconomics	3	ECON-201	3	Yes
(Business)	Microeconomics	3	ECON-202	3	Yes
	Psychology	3	PSYC-101	3	Yes
	U.S. Gov't/Politics	3	POLS-101	3	Yes
	United States History	3	HIST-111 & HIST-112	6	Yes
	World History	3	HIST-101 & HIST-102	6	Yes
Math & Computer Science	Calculus AB	3	MATH-170 or Core Math	4	Yes
	Calculus BC	3	MATH-170 or Core Math	4	Yes
	Computer Science A	3	CS-111	4	No
	Computer Science Principles	3	CS-108	4	Yes
	Statistics	3	MATH-153	3	Yes
Sciences	Biology	3	BIOL-100	4	Yes
	Chemistry	3	CHEM-111 or Core CHEM	4	Yes
	Environmental Science	3	NS-150	3	Yes
	Physics 1	3	PHYS-111 or Core PHYS	4	Yes
	Physics 2	3	PHYS-112	4	No
World Languages & Culture (Humanities)	Chinese, French, German, Italian, Japanese, Latin	3	FL 1 & 2	8	Yes
		4	FL 1, 2, & 3	12	Yes
		5	FL 1, 2, 3, & 4	16	Yes
	Spanish Language & Culture	3	SPAN-101 & SPAN-102	8	Yes
		4	SPAN-101, SPAN-102 & SPAN-201	12	Yes
	5	SPAN-101, SPAN-102, SPAN-201 & SPAN-202	16	Yes	

**Dantes/ DSST Exam**

Division	Test	Minimum Score	LCSC Course Equivalency	Cr	Test satisfies Core requirements?
Arts & Comm	Art of the Western World	400	CORE-DA	3	YES
	Principles of Public Speaking	400	COMM 204	3	YES
English	Principles of Advance English Composition	400	ENGL 102	3	YES
	Technical Writing	400	ENGL 203	3	NO
Humanities	Environmental Science (Environment and Humanity)	400	ID 300D	3	YES
	Ethics in America	400	CORE-INS	3	YES
	Ethics in Technology	400	ID 300E	3	YES
Technology	Computing & Information Technology	400	Lower Elective	3	NO
	Ethics in Technology	400	ID 300E	3	YES
	Fundamentals of Cybersecurity	400	Upper Elective	3	NO
Social Science	Organizational Behavior	400	SS/HRPT 185	3	YES
Math	Business Mathematics	400	GNBPT 202	3	NO
	Principles of Statistics	400	MTHPT 153	3	YES
Business	Business Ethics & Society	400	GNBPT 270	3	NO
	Introduction to Business	400	BUS 101 or MGTPT 101	3	NO
	Management Information Systems	400	BUS 355	3	NO
	Personal Finance	400	GNBPT 202	3	NO

**IB exam Score chart**

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

Exam	Minimum Score: Higher	Minimum Score: Standard	Credits Awarded	LCSC Equivalent
Biology	5	6	8	BIOL-180, BIOL-181
Business Management	5	5	3	BUS 101
Chemistry	5	6	8	CHEM 111, CHEM 112
Computer Science	5	5	4	CS 111
Economics	5	5	6	ECON-201, ECON-202
Environmental Systems & Societies	5	4	4	BIOL-100
Geography	5	6	3	GEOG-102
Global Politics	5	6	3	POLS-237
History (Civilization)	5	6	6	HIST-101, HIST-102
History (US)	5	6	6	HIST-111, HIST-112
History (Africa)	5	6	3	HIST-333
History (Europe)	5	6	6	HIST-454, HIST-456
Information Technology	5	5	3	BUS-355
Language A: Literature	5	4	3	ENGL-175
Language A: Language & Literature	5	5	3	ENGL-101
Mathematics	4	4	3	Math-143
	5	5	4	Math-147
	6	6	4	Math-170
Mathematical Studies	5	5	4	Math-137

Further Mathematics	4	4	4	Elective Credit
Music	5	6	5	MUS-110, MUS-291
Philosophy	5	5	3	PHIL-101
Physics	5	6	8	PHYS-111, PHYS-112
Psychology	5	6	6	PSYC-101, PSYC-385
Social & Cultural Anthropology	5	6	3	ANTH-102
Theater	5	6	6	THEA-101, THEA-211
Visual Arts	5	6	3	ART-291

## Registration

Degree-seeking and non-degree seeking students must complete 'Conditions of Registration' (<https://www.lcsc.edu/media/7246/conditions-of-reg-student-procedure.pdf>) before registering. Degree-seeking students must meet with their advisor to select courses for the semesters and be released to register. Students will be able to register and drop online through the fifth day of the semester via Student Planning in WarriorWeb. After the fifth day of the semester, students will be required to complete an add/drop form (<https://www.lcsc.edu/registrar/student-information/student-resources/>) signed by their advisor and turned in at the Registrar's Office. Student athletes will require additional signatures.

Priority registration for subsequent terms is the second full week of November, and the thirteenth week of spring semester. Only currently attending students may participate in priority registration. Students returning after a hiatus will be allowed to register during open registration once they have reapplied for admission, been readmitted, and met with an advisor.

See the Academic Calendar (<https://www.lcsc.edu/registrar/academic-instructional-calendars/>) for registration dates and important deadlines, such as the last day to register/add courses online or last day to drop courses.

## Withdrawal

### WITHDRAWAL FROM A SINGLE COURSE

The withdrawal deadline, whereby students earn a "W" on their transcript, is the Thursday before Priority Registration for full-term classes. Dropping a class after this date requires a petition appeal to the Petition Committee. Students withdrawing from one or more courses before the deadline must fill out 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 after 10th day of the semester. Students who fail to drop course properly 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 submit a 'Withdraw From a Term' form on WarriorWeb. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly. Neither LC State 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 re-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 after the 10th day and up to the last day to withdraw of the semester.

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 of the semester.

## **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. Students who audit a course 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 deadline. Auditing is not allowed in Career Technical programs.

## **Course Schedule and Delivery Expectations**

Students enrolled in courses should expect that coursework scheduling will remain constant under normal circumstances. However, due to outside forces beyond the control of faculty and/or staff at LC State, students should be aware that schedule and delivery modalities may change throughout the semester. While course times and meeting days should remain the same (excluding class cancellations), delivery modalities (face-to-face, virtual remote, online, etc.) may change due to extenuating circumstances. When circumstances warrant, assignment due dates or changes to assignments may be made. The instructor will communicate such changes with students in a timely manner. It is strongly recommended that students check their WarriorMail and Canvas accounts regularly to stay informed of the most current course information.

Examples of extenuating circumstances include, but are not limited to: inclement weather, natural disaster, localized power outages, lab equipment failures, local or state directives, or instructor obligations (community or college service, professional development, or injury/illness, etc.).

## **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 (<https://www.lcsc.edu/registrar/student-information/final-exam-schedule/>) for dates, times, and locations.

## **Residency Requirements for Fee Payment**

In determining residency for fee assessment purposes, Lewis-Clark State College is governed by Idaho Statute 33-3717B.

### 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/media/10180/residency-determination-worksheet.pdf>) 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 (<https://www.lcsc.edu/registrar/residency/>) 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 via WarriorMail regarding its determination. The notice will specify the student's appeal rights, and the timing for filing an appeal with the Institution.

#### Institutional Appeal

Students may appeal the initial denial of residency by submitting a Student Petition Form (<https://www.lcsc.edu/registrar/student-information/grades/petitioning/>) 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 via WarriorMail of the Petition 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.

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. 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.

#### Appeal to District Court

A student may appeal a final determination from the Board filing an action in the district court of the county in which the Institution is located.

## **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 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, and enrolls in an Institution within eight 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 and enrolls at an Institution within 8 years following completion of secondary education.
5. Married to an Idaho Resident: An exception exists for any person who was enrolled as a full-time student in any term during the 12-month period before the term in which the student proposes to enroll as a resident student; they must independently establish domicile.
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
  - iii. Who moves to Idaho for the purpose of establishing domicile; to maintain status as a resident student, such person must actively establish domicile in Idaho within 1 year of registration at an Institution.
7. 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 tribe was granted reserved lands within the state of Idaho”:
- 8. Coeur d’Alene;
  - 9. Shoshone-Paiute;
  - 10. Nez Perce;
  - 11. Shoshone-Bannock;
  - 12. Kootenai;
  - 13. Eastern Shoshone;
  - 14. 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 in another state has occurred if such person has resided in Idaho for the prior 12 months and has satisfied one of the following:

- a. Is physically present in Idaho primarily for purposes other than educational. An undergraduate student who is enrolled as a full-time student in any term during the prior 12 months shall be 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.

OR

- b. Is a full-time student in a graduate or professional program.

## 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 establishing 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.

Domicile may be proved by one of the following methods:

- 1. The filing of Idaho state income tax return covering a period of at least 12 months before the term in which the student proposes to enroll as a resident student as well as permanent full-time employment (30 hours per week or 120 hours per month), or the hourly equivalent in Idaho for a period of at least 12 months before the term in which the student proposes to enroll as a resident student.

OR

- 2. If the student did not attend school full-time in the prior year, the student may offer proof of at least five of the following types 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 sales 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 the following:
  - 1. Enrollment of dependent children in Idaho elementary or secondary schools
  - 2. Acceptance of permanent employment in Idaho
  - 3. Documentation of need to care for relative in Idaho
  - 4. Utility statements
  - 5. Employment documentation

## 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 continues for 1 year after completion of the term for which such assistance was 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 student can provide verification of lawful presence in the United States. "Lawful presence" is verified through the means set forth in Idaho Code, 67-7903. A non-citizen student who can provide verification of lawful presence in the United States must meet one of the seven pathways to establish residency set forth above.

Continuously Resided means an individual 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 may include: utility statements, rental agreement, bank statements, documentation from an Idaho employer, etc.

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

Armed Forces means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, and the reserve forces of those groups and does not include the National Guard of any other reserve force.