

LC State Transfer Student Information

Transfer Admission Standards

Please see the transfer admission standards in the Lewis-Clark State College catalog.

Any applicant who was not in good standing, either academically or through disciplinary processes, at a prior institution may not be admitted. Applicants who were not in good standing will be required to complete a petition to be considered for admission.

Accreditation Information

- The Idaho State Board of Education recognizes the eligibility for transfer of credits from any institution whose regional or national accrediting agency is recognized by the USDE and CHEA.

Regional Accrediting Organizations

HLC	Higher Learning Commission
MSCHE	Middle States Commission on Higher Education
NECHE	New England Commission of Higher Education
NWCCU	Northwest Commission on Colleges and Universities
SACSCOC	Southern Association of Colleges and Schools Commission on Colleges
WASC-ACCJA	Accrediting Commission for Community and Junior Colleges – Western Association of Schools and Colleges
WASC-WSCUC	WASC Senior College and University Commission

National Faith-Related Accrediting Organizations

ABHE	Association for Biblical Higher Education Commission on Accreditation
AARTS	Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission
ATS	Commission on Accrediting of the Association of Theological Schools
TRACS	Transnational Association of Christian Colleges and Schools

National Institutional Accrediting Organizations

ACCSC	Accrediting Commission of Career Schools and Colleges
ACCET	Accrediting Council for Continuing Education and Training
COE	Council on Occupational Education
DEAC	Distance Education Accrediting Commission
NACCAS	National Accrediting Commission of Career Arts and Sciences

Transcripts

- Applicants must have official transcripts mailed or delivered electronically (National Student Clearinghouse, Parchment or Scrip-Safe) directly to the LC State Admissions Office from the issuing institution(s). This includes applicants who have earned articulated college credit through technical competency credit, dual credit, or concurrent enrollment programs and have had those credits posted to a college transcript.
- LC State's Admissions Office checks the National Student Clearinghouse to ensure all previously attended colleges/universities are listed in the applicant's admission file.
- Applicants may appeal to the Director of Admissions to be waived of the responsibility of having some or all transcripts submitted (e.g. if the school has closed or credits are unacceptable). However, transcripts must be sent from any college/university at which an applicant received federal financial aid.
- Transcripts are legal documents, and once they are received, they become the property of the college and cannot be copied, returned or forwarded.

Transfer Credit Evaluations

- The Registrar and Records Office evaluates transcript(s) to determine if any equivalencies or substitutions exist between the credit being transferred to LC State and the LC State general education core requirements. This evaluation occurs after an applicant has been accepted for admission to the college. Courses not equated to LC State's core will be accepted as electives. If an instructional division does not agree with the general education core evaluation, they may instruct the applicant to complete a petition. Transfer credits, which may apply toward an intended major, will be evaluated by the student's faculty advisor.
- Students are responsible for meeting the individual requirements of their chosen major and should visit with their advisor as soon as possible to begin the evaluation process. Students may view their Transfer Equivalency Report on WarriorWeb (warriorweb.lcsc.edu). Credit is not accepted for courses evaluated as developmental. Transfer credits are not included in the calculation of a student's grade point average at Lewis-Clark State College but will be used to calculate graduation honors.
- Transfer courses for which a grade of F, U (unsatisfactory), NP (not passing) or any other non-passing symbol assigned are not considered transferable. Instructional divisions may require higher grades for courses to be used as prerequisites or content equivalencies.
- Applicants who have earned AP, CLEP, or some other form of advanced placement credit must have original scores and/or documents sent to LC State (unless previously transcribed to an Idaho institution's transcript). All CLEP, AP and other advanced placement scores or tests older than 10 years will not be accepted. Contact the testing center for more information.

- Applicants who wish to receive credit for military training must submit an official military transcript to the Registrar and Records Office via the Joint Service Transcript site: <https://jst.doded.mil/official.html>. An official evaluation will not be granted until the applicant has matriculated to Lewis-Clark State College and earned a minimum of three credits from LC State.
- Transfer equivalency reports are subject to change.

Credit Conversion

- Quarter credits will be converted to semester credits by multiplying the number of quarter credits by $\frac{2}{3}$ (.67). Traditional trimester credits (12-13 weeks, which is the length of most trimesters) will be converted to semester credits by multiplying the number of trimester credits by .83. Compressed trimester credits (9-10 weeks) will be converted to semester credits by multiplying the number of trimester credits by .67.
- When credit conversions result in fractions of credits (e.g., 5 quarter credits results in 3.35 semester credits) and the credits are being used to satisfy a credit quantity equal to the next whole number, the applicant is not required to petition in order to have the transfer credit rounded up, however, the applicant must earn the total number of credits required for a degree using the actual number of credits transferred in. Furthermore, the applicant in this situation is not required to complete additional coursework to fulfill the remaining partial-credit requirement. For example, a 5 quarter credit natural science course transfers in as 3.35 semester credits. The applicant is not required to make up the remaining .65 credit. However, the applicant must still graduate with the required number of core credits and 120 credits for a bachelor degree.
- When credit conversions result in the number of credits falling one full credit or more below the LC State requirement for the course in question, the applicant must petition the Academic Dean to have the remaining credit(s) waived or must enroll in division-approved courses to satisfy the remaining credit or partial-credit requirement. The applicant must earn the total number of credits required for a degree using the actual number of credits transferred in. For example, a 4 quarter credit natural science course transfers in as 2.68 credits. To fulfill the 4 credit requirement the applicant would still need 1.32 credits. The applicant would either need to petition requesting the 1.32 credits be waived or take a division-approved course to satisfy the requirement.

General Education Core Requirements

- Students who transfer an earned Bachelor of Arts (BA) or Bachelor of Science (BS) degree from any United States post-secondary accredited institution, recognized by the Idaho State Board of Education (SBOE), have met the LC State “Core Complete” general education core requirements. Students transferring from any United States post-secondary institution accredited by an agency recognized by the SBOE who have completed the equivalent of the Idaho State Board of Education’s General Education Core, either with an Associate of Arts (AA) or Associate of Science (AS) or have their

transcript noted “Core Certified” by the sending institution, have normally met the LC State lower division general education core requirements. (View [Washington State Community College Transfer Policy](#) for AA/AS degrees.)

- Students transferring to LC State without an AA or AS from a United States post-secondary institution accredited by an agency recognized by the SBOE will have their coursework evaluated on an individual basis against the minimum state standards as listed in the [Idaho State Board of Education Articulation Policy](#). Students who have met the minimum state standards of the Idaho State Board of Education General Education Core have completed LC State’s lower division General Education Core requirements.
- Associate Degrees in Nursing (ADN), Associate of Applied Science (AAS) or Associate of Applied Technology degrees do not meet the requirements for the lower division General Education Core.
- Applicants who have transferred from an appropriately accredited post-secondary institution from the State of Idaho and whose transcripts are coded “Core Complete” will not be required to complete LC State core, unless specific classes are needed as prerequisites for major or minor requirements.
- Applicants who transfer to LC State who earned a bachelor’s degree from an accredited institution will not be required to complete LC State core requirements unless three or more requirements are missing, or unless needed as a prerequisite. Their transcript evaluation will be coded “Core Complete.”
- Petitions regarding transfer coursework may be found at the Registrar and Records Office or online at www.lcsc.edu/registrar/student-information/student-resources.

International Transfer Information

- International post-baccalaureate applicants will be required to demonstrate English and communication proficiency.
- Non-English transcripts should be accompanied by a certified English translation.
- Students with post-secondary education outside of the United States are encouraged to use a credential evaluation agency endorsed by the [National Association of Credential Evaluation Services](#) (NACES) or the [Association of International Credential Evaluators](#) (AICE).
- Athletes with post-secondary education outside of the United States may be required to submit their transcripts to [INCREd](#) for transfer credit evaluation as required by the NAIA.

- Applicants educated abroad who are unable to obtain official copies of non-U.S. transcripts will be allowed to submit certified copies of their original credentials by the school or government office for consideration by the admission staff.
- An international 3-year bachelor's degree is not equivalent to a United States 4-year bachelor degree. A person transferring an international 3-year bachelor's degree has not met the LCSC general education core requirements.
- Students who transfer from an international accredited institution with an earned degree equivalent to a United States four-year Bachelor of Arts (BA) or Bachelor of Science (BS) degree will have met the LC State lower and upper division General Education Core requirements.

Transfer Equivalency Guide

- Students who want to know how their transfer credits will be equated to LC State coursework should consult the [Transfer Equivalency Guide](#).

Lewis-Clark State College adheres to the Statewide Articulation and Transfer Policy, [Board Policy III.V](#).