

LCSC TRANSFER POLICIES AND PROCEDURES

PURPOSE

The purpose of this document is to articulate the policies of Lewis-Clark State College regarding the acceptance, evaluation and articulation of credits from another post-secondary institution. Secondly, this document will list the procedures followed by Lewis-Clark State College personnel while working with transfer credit.

Policies and procedures for international applicants are included.

TRANSFER ADMISSION PROCEDURES

Applicants who apply to Lewis-Clark State College, and are reviewed for admission as transfer applicants, must complete the following steps to receive admission consideration:

1. Submit the Application for Admission and the appropriate processing fee.
2. Have transcripts from all post-secondary institutions previously attended sent to the LCSC Office of Admission/Registrar.
3. Applicants who have previously attended LCSC and attended another post-secondary institution since should have official transcripts sent to the LCSC Office of Admission/Registrar.
4. Applicants who have completed less than 14 semester college level credits must submit a high school transcript. If they are under the age of 21 and applying as an academic student, they must submit ACT or SAT scores.
5. Professional-Technical transfer applicants who are not transferring math or English courses must take the Compass test for admission purposes.

Once all materials have been submitted, the applicant will receive notification of his/her admission status (i.e., accepted for regular admission, probation, denied). If the applicant has been accepted, then all transcripts from appropriately accredited institutions will be evaluated by the Office of Admission/Registrar to determine core equivalencies and completions.

GENERAL POLICIES RELATED TO TRANSFER ADMISSION

1. Post-secondary credit is considered transferable if it meets the following criteria:
 - a) All domestic college or university credit that is earned from a school or schools accredited by one of the following regional institutional accrediting organizations:

MSA*	Middle States Association of Colleges and Schools, Commission on Higher Education
NWCCU*	Northwest Commission on Colleges and Universities
NCA*	North Central Association of Colleges and Schools, Higher Learning Commission
NEASC-CIHE*	New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
NEASC-CTCI*	New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions
SACS*	Southern Association of Colleges and School, Commission on Colleges
WASC-ACCJC*	Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
WASC-ACSCU*	Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
 - b) All credit earned outside of the United States that is earned from a post-secondary institution accredited or recognized in the country in which it operates.
 - c) The credit is generally accepted for courses appropriate to the reporting institution's baccalaureate programs (AG)*.

- d) The credit is not associated with a developmental course, which is generally numbered 099 or below.
- e) The credit is not earned for English language training in countries in which English is not the first language.
- f) The credit is not earned for military training in a foreign country.
- g) The credit earned a grade of D- or higher, S (satisfactory) or P (pass).

*These codes are used in the *Accredited Institutions of Postsecondary Education* published by the American Council on Education (ACE).

2. Applicants must have official transcripts mailed (or they may be faxed providing they meet the Official Document Fax Policy, see Attachment A) directly to the LCSC Office of Admission/Registrar from the issuing institution(s). This includes applicants who have earned articulated college credit through tech prep, accelerated learning, or concurrent enrollment programs and have had those credits posted to a college transcript.
3. 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 of the admission staff. The original copies of the transcripts must be shown to the Coordinator of International Student Services once the applicant has arrived at LCSC so that the submitted certified copy can be compared to the original(s).
4. Applicants must have 14 transferable semester credits, or the equivalent thereof, with a cumulative grade point average of 2.0 (on a 4.0 scale) to receive regular admission. International applicants who do not have a TOEFL score of 500 (paper test) or 173 (computer-based test) must have a minimum of 14 transferable semester credits from an accredited U.S. post-secondary institution to receive regular admission. These credits must include the equivalent of ENGL 101 with a grade of "C" or better.
5. Applicants who do have 14 transferable semester credits (or the equivalent), but do not have a 2.0 grade point average (4.0 scale) will be reviewed on a case by case basis. Applicants *may* be denied admission, depending upon the cumulative credits, GPA, and length of time between attending their most recent institution and the semester in which they wish to enroll at LCSC. For applicants with multiple transcripts, the cumulative credits for each transcript will be combined as will the other data needed to calculate a combined GPA.
6. Applicants who have not received 14 transferable semester credits (or the equivalent) since graduating from high school or obtaining a GED will be reviewed for admission using Freshman admission standards.
7. Applicants who attend LCSC, then attend another post-secondary institution and return to LCSC are required to have official transcripts from the other college(s) sent directly to the LCSC Office of Admission/Registrar. Applicants will be re-evaluated and may be regularly admitted, admitted on probationary status or denied admission.
8. The Office of Admission/Registrar retains admission files for five years after the date of your last attendance. If admitted, but never enrolled, application paperwork is kept for five years. If re-applying beyond these retention periods, students may be asked to furnish new application materials such as college transcripts.
9. Applicants who submit incomplete transcripts or who are missing transcripts in their file may have a postponed admission decision.
10. Students attending Lewis-Clark State College on a tentative admission status (meaning the Office of Admission/Registrar is waiting for additional information before granting a final admission decision) have until preregistration for the next semester to get the information turned in. If not, a hold will be placed on their academic record and the student will not be allowed to register for the next semester. In addition, students will not receive Financial Aid checks until they are fully admitted.
11. Applicants are required to list all post-secondary institutions previously attended on the Application for Admission. Official transcripts from each institution listed must be sent directly to the LCSC Office of Admission/Registrar.
12. Transcripts must be sent from any post-secondary institution at which an applicant received federal financial aid.
13. Applicants may appeal to the Registrar/Director of Admission or the Admission Coordinator to be waived of the responsibility of having some or all transcripts submitted.
14. 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 lower and upper division general education core requirements.
15. In accordance with policies approved by the State Board of Education, the acceptance of credits from community or junior colleges is uniform for both certification and transfer purposes. Normally, no more than 70

semester credits from a regionally accredited two-year institution and 96 semester credits from a four-year institution may be transferred toward the 128 semester credits required for the baccalaureate degree. Students transferring from North Idaho College may apply up to 85 credits toward the 128 minimum required for a baccalaureate degree

TRANSFER CREDIT EVALUATIONS

The staff in the Office of Admission/Registrar conducts transfer credit evaluations on official transcripts after an applicant has been accepted for admission to the college. Non-developmental credit earned from a post-secondary institution with appropriate accreditation will be evaluated. In the Office of Admission/Registrar, credit is evaluated to determine what, if any, equivalencies or substitutions exist between the credit being transferred to LCSC and the LCSC General Core requirements. Courses not equated to LCSC'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 credit, which count toward your intended major, will be evaluated by your faculty advisor.

GENERAL POLICIES RELATED TO THE EVALUATION OF TRANSFER CREDIT

1. Transfer evaluations will be conducted according to the rules and regulations prescribed by the Idaho State Board of Education and the Faculty Senate of Lewis-Clark State College.
2. Official transfer credit evaluations will take place only after an applicant has been accepted for admission as a degree seeking applicant.
3. Transfer credit evaluations made from post-secondary transcripts will be conducted once all official transcripts (those sent directly from the former institution to LCSC) have been received by the LCSC Office of Admission/Registrar.
4. The transfer credit evaluation should be complete one week after applicant has received their acceptance letter. The evaluation period may fluctuate depending on the Transfer Evaluator's workload.
5. 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.
6. 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 128 credits for a bachelor degree.
7. When credit conversions result in the number credits falling one full credit or more below the LCSC 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.
8. Students who transfer with an earned Associate of Arts (A.A.), Associate of Science (A.S.), or an Associate of Arts and Science (A.A.&S.) degree from a regionally accredited institution in Idaho or Treasure Valley Community College have met the LCSC lower division general education core requirements. Students transferring from any United States academic regionally accredited institution who have completed the equivalent of the Idaho State Board of Education's general education core, either with an A.A., A.S., A.A.&S. or have their transcript noted "Core Certified" by the sending institution have met the LCSC lower division general education core requirement.

Students transferring into LCSC without an A.A., A.S. or an A.A.&S from a United States academic regionally

accredited institution 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 section. Students who have met the minimum state standards of the Idaho State Board of Education general education core have completed the LCSC lower division general education core requirements. Associate Degrees in Nursing (ADN), Associate of Applied Science or Associate of Applied Technology degrees do not meet the requirements for the lower division general education core.

This transfer policy is for the fulfillment of lower division general education core. It is not intended for completion of program coursework. Core completion will be awarded at the discretion of the Transcript Evaluator in the Office of Admission/Registrar. Petitions regarding transfer coursework can be found at the Office of Admission/Registrar or online at www.lscs.edu/registrar/Forms/Forms.htm. International students should refer to the International Program section of the catalog.

9. Applicants who have transferred from an appropriately accredited post-secondary institution from the State of Idaho and whose transcripts are coded "Lower Core Complete" will not be required to complete LCSC lower division core, unless specific classes are needed as prerequisites for major or minor requirements.
10. Applicants with acceptable transfer work who have not earned an A.A. or A.S. degree, will have their transcript(s) evaluated against the State of Idaho Core (see attachment A) first. If applicants fail to complete the State of Idaho's core requirements, their transcripts will be evaluated against LCSC's specific core requirements (see attachment B).
11. With the exception of those applicants who transfer to LCSC having completed a bachelor's degree from an appropriately accredited post-secondary institution, all transfer applicants will be required to complete LCSC's upper division core requirements.
12. Applicants and advisors may view their Transfer Equivalency Report on WarriorWeb, warriorweb.lscs.edu.
13. Applicants who transfer to LCSC having earned a bachelor's degree from an accredited institution will not be required to complete LCSC core requirements unless needed as a prerequisite. Their transcript evaluation will be coded "Lower and Upper Core Complete." International post-baccalaureate applicants will be required to demonstrate English and communication proficiency.
14. Transfer courses for which a grade of F, U (unsatisfactory), NP (not passing) or any other non-passing symbol was assigned are not considered transferable. Instructional divisions may require higher grades for courses to be used as prerequisites or content equivalencies.
15. Applicants who have earned AP, CLEP, or some other form of advanced placement credit must have original scores and/or documents sent to LCSC.
16. Applicants who wish to receive credit for military training must submit an official military transcript to the Office of the Registrar. An official evaluation will not be granted until the applicant has matriculated to Lewis-Clark State College and earned a minimum of 12 credits of which at least 3 are from LCSC.
17. Transcripts are legal documents, and as such once they are received they become the property of the college and cannot be copied, returned or forwarded.
18. Transfer equivalency reports are subject to change.

DETERMINING A CORE EQUIVALENT

See Attachment B for guidelines used to determine State of Idaho core equivalencies.

When evaluating transfer work to determine equivalencies with LCSC Core, transcript evaluators will attempt to match courses title by title and number by number (e.g., ENGL 101-English Composition = ENGL 101-English Composition). When course titles are not easily compared, transcript evaluators will compare course descriptions of likely matches. If there is further question, LCSC division chairs will be consulted.

English Composition (coded EN1 and EN2)

Courses must include general essay writing and basic research paper writing. Courses are generally abbreviated with EN, ENGL, or some other derivation from the word "English." However, some schools use abbreviations derived from "Communication," "Writing," "Composition," or "Literature."

Any course earning equivalency for ENGL 101 must require the applicant to write several kinds of essays including both personal and expository modes. It must be primarily a writing class but not a creative writing class (fiction, poetry, etc.).

Equivalency for ENGL 102 requires a significant research writing component. The course must again be primarily a writing course (i.e., not a literature course in which the applicant wrote a research paper).

Communication (coded CM)

Communication courses should be in the same realm of courses as the ones offered at LCSC, i.e., public speaking, small group communication, interpersonal communication, or logic/argumentation.

Transfer courses in logic/argumentation should not be automatically transferred to satisfy the communications core component. The content of such courses must include an oral component.

Other colleges often offer a course entitled Fundamentals (or Principles) of Speech that is typically a hybrid, i.e., it combines in one course the areas of interpersonal, small group, and public communication. Such a transfer course is also acceptable.

Other speech courses may be examined closely, on a case-by-case basis, to determine transferability, the key consideration being whether the course teaches speech communication skills (rather than merely theory).

Mathematics (coded MA)

Math courses that count as core requirements must contain functions as part of the curriculum. Math core may not include remedial/developmental courses (e.g., basic algebra).

Literature (coded LL)

Literature courses that count as core requirements must examine at least two genres (poetry, fiction, drama) and includes writing about literature as a primary means of assessment.

Equivalency for ENGL 257/258 Survey of World Literature requires literature courses based on an historical survey of international literature. ENGL 257 covers literature from roughly the Greeks (c. 5th century B.C.) to the European renaissance; 258 covers literature from the Enlightenment to the twentieth century. Literature courses that do not follow historical chronology or that survey only one national literature (e.g., American or British) do not fulfill the requirement.

Arts (coded DA)

Art, theatre and music courses used to satisfy this requirement must NOT be studio or performance courses.

Natural Sciences (coded DN)

Any general lab science may be used to fulfill this requirement. This course must be drawn from a different discipline than the one used to fulfill the NS 150 requirements.

NS 150, Intro to Natural Sciences (coded NS)

Equivalency for NS 150 requires a broad-based science course that does not necessarily require a lab. Generally, science 100-level courses will satisfy this requirement. This course must be drawn from a different discipline than the one used to fulfill the Natural Sciences requirement.

Social Sciences (coded DS, SS or DE)

Three courses are required from at least two different disciplines. Courses used to satisfy this requirement may be drawn from any social science discipline. If economics courses are used to satisfy this requirement, the course titles must match those of the LCSC courses used to satisfy the core. Any broad-based psychology course may be used to satisfy this requirement.

Attachment A: Official Document Fax Policy

LEWIS-CLARK STATE COLLEGE
OFFICIAL DOCUMENT FAX POLICY
Effective 6/15/01

INTRODUCTION

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) Fax Guidelines Task Force reports that fax documents are acceptable in both state and federal courts and by federal agencies. Because a fax is a true representation of the original, it can be considered a reproduction or qualify as an original document. With AACRAO's approval to accept fax copies as official documents, it is recommended that institutions review their policies with consideration to use fax technology for improving the delivery of services. Lewis-Clark State College will accept fax documents as official provided they meet the following institutional guidelines:

1. Confidentiality
 - a. Official faxed documents will comply with FERPA laws and will be considered confidential.
2. Location
 - a. Fax machine must be located in a secured place. To maintain confidentiality, the fax machine should not be accessible to the public nor should sending/receiving documents be visible to the public.
 - i. Office of Enrollment Management
 1. The fax machine will be located in a secured area within the office, away from the general public.
 - ii. Registrar's Office
 1. The fax machine will be located in a secured area within the office, away from the general public.
3. Fax Machine Setup
 - i. The header line should include
 1. Institution and office name
 2. Fax number
 3. Date and time of transmission
 4. Page number
4. Staff Training will include
 - a. Distribution of the official fax policy
 - b. Operation of the fax machine
 - c. Responsibilities of the operator
 - d. Security issues
 - e. Proper handling and distribution of documents received
 - f. Document authentication
 - g. Confidential handling
5. Outgoing Official Faxes (will be processed by the Registrar's Office and will include the following)
 - a. Cover Sheet
 - i. The fax cover sheets used for sending official documents should be secured to restrict unauthorized use.
 - ii. Used to facilitate the use of the document
 - iii. Used to review for completeness
 - iv. Used to help verify the authenticity of the fax document
 - v. Include the following
 1. Date
 2. Name of institution sending fax
 3. Name, fax number, and telephone number of the sender
 4. Name and Student ID or social security number of the student
 5. Description of the document being faxed
 6. Number of pages
 7. Name of institution receiving fax
 8. Name, fax number, and telephone number of the receiver
 - b. Transcripts must be accompanied by a transcript explanation key

- c. Fees (to be paid in advance)
 - i. \$5.00 for an official hard copy mailed
 - ii. \$6.00 for a faxed copy
 - iii. \$11.00 for a faxed copy followed up with an official hard copy mailed
6. Incoming Official Faxes
- a. Receiving official faxed documents will be restricted to the Registrar's and Admissions office staff.
 - b. Official faxed documents will follow the same deadlines as mailed documents, including deadlines and rules for document processing.
 - c. Official transcript must be accompanied by a transcript explanation key.
 - d. The header line will need to include the institution and office name, fax number, the date and time of the transmission, and the number of pages.
 - e. A cover sheet must be included and contain the information as described above. Once the document is validated for completeness and matching with the cover sheet, there is no need to retain the cover sheet.
 - f. With proper authentication, it is not necessary for the sending institution to follow up a fax with a mailed paper copy.
 - g. To facilitate the receipt of faxes, our staff will follow up by contacting the sending institution and/or requesting re-submission of documents which are:
 - i. Incomplete
 - ii. Not readable
 - iii. Contain discrepancies
 - iv. Need verification of sender
 - v. Determine if sender's fax machine is secure
 - h. Official faxes will be date-stamped as being officially received.
7. List of Faxed Documents to be Sent or Received*

<i>Document</i>	<i>Official/Unofficial Copy</i>
Application for Admission	Official
Correspondence	Official
FERPA Request Release	Official
Financial Statement (International Student)	Official
Foreign Transcript	Unofficial
GED Scores	Official
Military Document (Early Release Form)	Unofficial
Signature	Official
Test Scores (AP, CLEP, ACT/SAT)	Unofficial
Third-Party Document	Unofficial
Transcript (High School and College)	Official
Transcript Request	Official

*Subject to institutional policy, security measures, and validation procedure.

The Lewis-Clark State College policy for accepting faxed educational documents as official will enhance the delivery of services to students helping make their transition to LCSC a smooth one. It is officially endorsed as a viable option and should be fully utilized!

Attachment B: Guidelines used to Determine State of Idaho Core Equivalencies.

Idaho State Board of Education Articulation Policy

In an effort to ensure that post-secondary education is consistent and comprehensive at all state colleges and universities, the Idaho State Board of Education has established the following academic expectations for transferring credits and obtaining a baccalaureate degree. The Board also adopted consistent course numbering, effective in 1996 that identifies lower-division courses of similar content by the same course numbers and titles. A total of at least 36 credits that fit within the following categories and credit ranges must be completed.

1. English Composition: 1 course (3-6 credits, depending on initial placement results). In meeting this goal, students must be able to express themselves in clear, logical, and grammatically correct written English. Up to six (6) credits may be exempt by ACT, SAT, Compass, AP, CLEP or other institution accepted testing procedure.

2. Communications: 1 course (2 credits). Coursework in this area enhances students' ability to communicate clearly, correctly, logically, and persuasively in spoken English. Disciplines: Speech, Rhetoric, and Debate.

3. Mathematics: 1 course (3 credits). Coursework in this area is intended to develop logical reasoning processes; skills in the use of space, numbers, symbols, and formulas; and the ability to apply mathematical skills to solve problems. Disciplines: College Algebra, Calculus, Finite Mathematics, and Statistics.

4. Humanities, Fine Arts, and Foreign Language: 2 courses (6 credits). Coursework in this area provides instruction in: (1) the creative process; (2) history and aesthetic principles of the fine arts; (3) philosophy and the arts as media for exploring the human condition and examining values; and (4) communication skills in a foreign language. Disciplines: Art, Philosophy, Literature, Music, Drama/Theater, and Foreign Language.

5. Natural Science: 2 courses (7 credits). Coursework in this area: (1) provides an understanding of how the biological and physical sciences explain the natural world and (2) introduces the basic concepts and terminology of the natural sciences. Disciplines: Biology, Chemistry, Physical Geography, Geology, and Physics. Note: Courses may be distributed over two (2) different disciplines and must have at least one (1) accompanying laboratory experience.

6. Behavioral and Social Science: 2 courses (6 credits). Coursework in this area provides instruction in: (1) the history and culture of civilization; (2) the ways political and/or economic organizations, structures and institutions function and influence thought and behavior; and (3) the scientific method as it applies to social science research. Disciplines: Anthropology, Economics, Geography, History, Political Science, Psychology and Sociology. Note: Courses must be distributed over two (2) different disciplines.