

## **ADMISSION/REGISTRAR**

### **CONTACT PERSON**

**Registrar/Director of Admission:** Nikol Luther

**e-mail:** ncluther@lcsc.edu

**Office:** RCH 102

**Phone:** 792-2223

**Fax:** 792-2429

**Web:** <http://www.lcsc.edu/registrar>

### **OVERVIEW**

The Office of Admission/Registrar coordinates all processes involved with admission to the College and the registration of classes. The office offers a variety of services including transcript evaluation and disbursement, enrollment verification, degree confirmation and graduation, catalog production, academic standing determination, residency appeals, and athletic eligibility assessment.

### **ADMISSION**

#### **WARRIORWEB FOR APPLICANTS**

WarriorWeb is LCSC's online applicant/student record system. Applicants and students can view their application status, documents LCSC has received, test scores, transfer equivalencies, search for classes, register and much more.

- Getting Started: Visit LCSC's homepage, [www.lcsc.edu](http://www.lcsc.edu) and click on WarriorWeb. Click on the word "Enter" in the top right corner. Your login is usually first initial, middle initial and full last name, ex: jdsmith. The default password is your six digit birth-date. If you cannot login, use "What's my User ID?"

Applicants:

- My Documents: Shows Admissions and financial aid documents that have been received, waived or are still needed.
- Admission Status & Acceptance Letter: Shows each term applied for, along with the status of that application. If status is incomplete or tentative, go to "My documents" to see what remains to be sent to Admissions. Select the appropriate application and generate an acceptance letter.
- Test Summary: Shows your ACT, SAT, and COMPASS test scores.
- Transfer Equivalency Report: Admissions will evaluate test scores and official transfer transcript(s) within one week of acceptance, to determine which courses transfer as General Education Core. Transfer credit, which can be applied toward your intended major, will be evaluated by your faculty advisor.
- View Course Offerings: Use this feature to find accurate class schedule information on current and future terms (including class enrollments). Enter a term and any other information such as days, times, instructors, locations, etc.
- Degree Audit: This feature details all requirements necessary, complete and outstanding, to graduate from a specific major. This is an advising tool only.
- Need help?: If you experience technical difficulty (logins, passwords, etc.), contact the IT Helpdesk at (208) 792-2231. If you have admission concerns (admission status, etc.), contact the Office of Admission/Registrar at 800-933-5272, (208) 792-2210 or [admissions@lcsc.edu](mailto:admissions@lcsc.edu)

#### **APPLYING FOR ADMISSION**

LCSC provides an opportunity for post-secondary school education and training to all

qualified applicants in a variety of degree and non-degree programs. Refer to Table 1, Applying for Admission, for instructions regarding what documents to submit to the Office of Admission/Registrar to be considered for admission.

When applying for admission, applicants generally fall into one of the following admission categories: Academic Degree-Seeking, Professional-Technical Degree-Seeking, Returning, Non-Degree-Seeking/Auditing, Dual Credit, International and Institute of Intensive English. When all of an applicant's credentials have been received, the applicant's admission file will be reviewed based on the admission standards of one of these categories.

When applying for admission, students are required to fully complete the Residency section of the application form. Based on the information provided, 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 via completion of the Idaho Residency Determination Worksheet form, which is available from the Office of Admission/Registrar or on-line at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar) and is submitted to the Registrar/Director of Admission. If students do not agree with the decision of the Registrar/Director of Admission, they can appeal further 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 final tuition statement received by the student.

Individuals age 15 for Dual Credit or ages 14 or 15 for Tech Prep, wishing to enroll in courses through Dual Credit or Tech Prep must provide the signature of the high school faculty teaching the course on the registration form submitted. This signature indicates the high school faculty believes the enrolled student will be able to succeed in the course. Individuals less than 16 years of age who have a high school degree or General Education Diploma wishing to enroll in courses as a degree-seeking or non-degree-seeking student must submit a letter and transcript to the Registrar/Director of Admission requesting to do so.

## **ADMISSION STANDARDS FOR ACADEMIC DEGREE-SEEKING APPLICANTS**

**Freshman** (Applicants with less than 14 transferable semester credits after high school)  
Regular Admission - (1989 high school graduates to present) All of the following must be met:

1. Proof of high school graduation from an accredited high school with at least a 2.0 cumulative GPA, and
2. An overall 2.0 cumulative GPA from all college transcripts, and
3. A minimum ACT composite of 17 or SAT combined score (critical reading & math) of 690 (if under the age of 21), and
4. Successful completion of the established Idaho college Admission core standards set by the Idaho State Board of Education, see table 2, with a 2.0 GPA.

**Regular Admission** - (high school graduation prior to 1989)

1. Proof of high school graduation with at least a 2.0 cumulative GPA, and
2. An overall 2.0 cumulative GPA from all college transcripts.

**Conditional Admission** - (1989 high school graduates to present)

If an applicant does not qualify for regular admission, he/she may be considered for conditional admission, but must demonstrate at least the following:

1. Proof of high school graduation with at least a 2.0 cumulative GPA or completion of a GED with a standard score of 500 or above (50 or above if tested prior to 2012), and
2. An overall 2.0 cumulative GPA from all college transcripts

3. A minimum ACT composite of 14 or SAT combined score (critical reading & math) of 560 (if under the age of 21)
4. However does not successfully complete the established Idaho college Admission core standards set by the Idaho State Board of Education, see table 2, but has at least a 2.0 GPA (see second bullet below)

- Additional tests may be requested to help make an admission decision.
- Applicants who are missing more than two semesters in any one category of the Idaho College Admission Core Standards, or a total of five or more classes, will be considered on an individual basis.
- Applicants with less than a 2.0 cumulative GPA will be considered on an individual basis, providing they have a minimum ACT composite of 14 or SAT combined score (critical reading & math) of 560.
- If admitted with conditional standing, the student is subject to the institutional academic standing policies; excepting that the student with conditional standing may change to regular admission status upon satisfactory completion of 14 baccalaureate-level credits, 12 of which must be in four different areas of the general education requirements of LCSC while maintaining a 2.0 GPA. Regular admission status must be attained within three registration periods or the student will be moved to non-degree seeking status, limited to 7 credits and no financial aid; subject to Petition Committee appeal procedures.
- Conditional students, their staff advisor and their faculty advisor will plan a prescriptive curriculum to ensure academic success during their first year. Frequent advising visits and reduced credit loads (12-15) are suggested for conditional students. Conditional students may be required to complete specific placement or assessment examinations prior to entry.

### **Home School or Non-accredited High School Graduates**

Students who graduate from non-accredited secondary schools or home schools must submit the following. Applicants meeting these criteria are admitted under conditional admission.

1. Application for admission and application fee.
2. One of the following:
  - Home school transcript or a description of educational background including subjects studied and date of graduation with at least a 2.0 cumulative GPA as well as transcripts from any secondary school attended prior to, or in addition to, home-schooling with at least a 2.0 cumulative GPA; or
  - Non-accredited high school transcript with at least a 2.0 cumulative GPA; or
  - GED test results with a standard score of 500 or above (50 or above if tested prior to 2012).
3. Official transcripts from any secondary school attended prior to or in addition to home schooling with at least a 2.0 cumulative GPA.
4. Official transcripts from each college or university attended with at least a 2.0 cumulative GPA.
5. Academic applicants: Official ACT (composite at least 14)/SAT (combined critical reading and math score at least 560) scores for academic applicants age 20 and younger. Note: The ACT Writing test is not required. The COMPASS Test is required if age 21 and older.
6. Professional-Technical applicants: Official ACT/SAT/COMPASS results. Note: The ACT Writing test is not required.
  - Conditional students, their staff advisor and their faculty advisor will plan a prescriptive curriculum to ensure academic success during their first year. Frequent advising visits and reduced credit loads (12-15) are suggested for conditional students. Conditional students may be required to complete specific placement or assessment examinations prior to entry.
  - If admitted with conditional standing, the student is subject to the institutional academic standing policies; excepting that the student with conditional standing may change to

regular admission status upon satisfactory completion of 14 baccalaureate-level credits, 12 of which must be in four different areas of the general education requirements of LCSC while maintaining a 2.0 GPA. Regular admission status must be attained within three registration periods or the student will be moved to non-degree seeking status limiting them to 7 credits and no financial aid; subject to Petition Committee appeal procedures.

### **TRANSFER ACADEMIC**

(14 or more transferable semester credits after high school) For more information, see the section titled Transfer Student Additional Information.

Regular Admission

1. An overall 2.0 cumulative grade point average from all previous college transcripts, and completion of 14 or more transferable semester credits.

#### **Probational Admission**

- Applicants with less than an overall 2.0 cumulative grade point average from all previous college transcripts may be admitted on a probational status.
- Additional tests may be requested to help make an admission decision.
- If admitted with probational standing, the student is subject to the institutional academic standing policies. Regular admission status must be attained within one registration period by maintaining a 2.0 cumulative GPA or the student will be moved to non-degree seeking status, and limited to 7 credits per term and no financial aid; subject to Petition Committee appeal procedures.
- Probational students, their staff advisor and their faculty advisor will plan a prescriptive curriculum to ensure academic success during their first year. Frequent advising visits and reduced credit loads, (12-15) are suggested for probational students. Probational students may be required to complete specific placement or assessment examinations prior to entry.
- Transfer students in this category may not be eligible for financial aid or veterans benefits.

### **PROFESSIONAL-TECHNICAL DEGREE-SEEKING APPLICANTS**

**Freshman** (Applicants with less than 14 transferable semester credits after high school)

#### **Regular Admission**

1. Proof of high school graduation with at least a 2.0 cumulative GPA, and
2. An overall 2.0 cumulative GPA from all college transcripts, and
3. COMPASS, ACT, or SAT test scores. Test scores will also be used to determine course placement in math, English composition, reading and program placement, and
4. Successful completion of the established Idaho college admission core standards set by the Idaho State Board of Education, see table 2.

-or-

5. Completion of a GED with a standard score of 500 or above (50 or above if tested prior to 2012), and
6. An overall 2.0 cumulative GPA from all college transcripts, and
7. COMPASS, ACT or SAT test scores. Test scores will also be used to determine course placement in Math, English composition, reading and program placement.

### **CONDITIONAL ADMISSION**

Professional-Technical applicants who do not meet all the requirements for regular admission may be admitted to the college on a conditional admission status. All conditionally admitted professional-technical students are required to meet with the Professional-Technical Counselor to develop, implement and execute an individualized student learning plan until such time as they are upgraded to a regular admission status. Regular admission status entails: completing any required remediation; completing 12 college credits numbered 100 or above; and, attaining a 2.0 grade point average.

- Applicants who are missing more than two semesters in any one category of the Idaho

College Admission Core Standards, or a total of five or more classes, will be considered on an individual basis.

- Applicants with less than a 2.0 cumulative GPA or less than a 50/500 GED will be considered on an individual basis.
- If admitted with conditional standing, the student is subject to the institutional academic standing policies described above.
- Professional-Technical students may be denied based on high school transcript grade point average, high school core grade point average, GED score or completion of the college admission core standards.

### **Table 1: APPLYING FOR ADMISSION**

To apply for admission to Lewis-Clark State College, submit the required materials to the Office of Admission/Registrar indicated in the appropriate category below:

#### **ACADEMIC DEGREE-SEEKING APPLICANTS**

##### **Freshmen**

(Applicants with less than 14 transferable semester credits after high school):

- Application for Admission with nonrefundable application fee. The application may be submitted and paid on-line, [www.lcsc.edu/admissions/forms.htm](http://www.lcsc.edu/admissions/forms.htm)
- Official high school/home school transcript\* showing all courses completed and date of graduation (or GED test scores\*). Students currently enrolled in high school may receive a tentative admission decision by submitting high school transcripts after their junior year.
- Official transcript\* from each college or university attended. If currently attending another college, applicants may receive a tentative admission decision by submitting an in-progress transcript of all courses completed to date.
- Official ACT or SAT scores. The ACT writing test is not required. Test results are normally not required for admission purposes if you are 21 or older, as of the first day of class of the semester for which you are applying. However, additional tests may be requested to help make an admission decision. Nevertheless, test scores will be used for placement purposes. Therefore, applicants 21 and older are required to submit COMPASS scores before attending STAR (Student Advising and Registration).

##### **Transfer**

(Transfer students with 14 or more transferable semester credits after

high school):

- Application for Admission with nonrefundable application fee. The application may be submitted and paid on-line, [www.lcsc.edu/admissions/forms.htm](http://www.lcsc.edu/admissions/forms.htm)
- Official transcript\* from each college or university attended. If you are currently attending another college, you may receive a tentative admission decision by submitting an in-progress transcript of all courses completed to date. Applicants not transferring math and English composition are required to submit COMPASS scores before attending STAR (Student Advising and Registration).

### **PROFESSIONAL-TECHNICAL DEGREE-SEEKING APPLICANTS**

#### **Freshmen:**

(Applicants with less than 14 transferable semester credits after high school):

- Application for Admission with nonrefundable application fee. The application may be submitted and paid on-line, [www.lcsc.edu/admissions/forms.htm](http://www.lcsc.edu/admissions/forms.htm)
- Official high school/home school transcript\* showing all courses completed and date of graduation (or GED test scores\*). If you are currently enrolled in high school, you may receive a tentative admission decision by submitting high school transcripts after your junior year.
- Official transcript\* from each college or university attended. If you are currently attending another college, you may receive a tentative admission decision by submitting an in-progress transcript of all courses completed to date.
- Official COMPASS, ACT or SAT scores. The ACT writing test is not required. Test scores are required for admission but used for placement purposes only.

Note: Placement in a specific Professional-Technical program is based on the availability of space in the program and placement requirements established by the technical program.

#### **Transfer:**

(Transfer students with 14 or more transferable semester credits after high school):

- Application for Admission with nonrefundable application fee. The application may be submitted and paid on-line, [www.lcsc.edu/admissions/forms.htm](http://www.lcsc.edu/admissions/forms.htm)

- Official transcript\* from each college or university attended. If you are currently attending another college, you may receive a tentative admission decision by submitting an in-progress transcript of all courses completed to date.

- Official COMPASS results received directly from the testing agency unless transferring math and English composition courses. Test scores are required for admission but used for placement purposes only.

Note: Placement in a specific Professional-Technical program is based on the availability of space in the program and placement requirements established by the technical program.

### **RETURNING DEGREE-SEEKING APPLICANTS**

Returning students who have attended LCSC within the last three years:

- Application for Readmission, application fee not required. The application may be submitted on-line, [www.lcsc.edu/admissions/returning-students.htm](http://www.lcsc.edu/admissions/returning-students.htm)

- Official transcript\* from each college or university since last attended LCSC. If you are currently attending another college, you may receive a tentative admission decision by submitting an in-progress transcript of all courses completed to date.

Returning students who have last attended LCSC longer than three years ago:

- Application for Admission with nonrefundable application fee. The application may be submitted and paid on-line, [www.lcsc.edu/admissions/returning-students.htm](http://www.lcsc.edu/admissions/returning-students.htm)

- Official transcript\* from each college or university since last attended LCSC. If you are currently attending another college, you may receive a tentative admission decision by submitting an in-progress transcript of all courses completed to date.

Note: Lewis-Clark State College retains admission materials for five years after your last term of enrollment. You may need to submit new materials if you have not attended for five years. Check with the Office of Admission/Registrar.

### **NON-DEGREE-SEEKING/AUDITING APPLICANTS**

- Non-degree-seeking Application for Admission, application fee not required. The application may be submitted on-line, [www.lcsc.edu/admissions/forms.htm](http://www.lcsc.edu/admissions/forms.htm)

## DUAL CREDIT APPLICANTS

- Dual Credit Admission & Registration form, application fee not required. The form may be downloaded on-line, [www.lcsc.edu/admissions/acl/applications.htm](http://www.lcsc.edu/admissions/acl/applications.htm)

## INTERNATIONAL APPLICANTS

Refer to the "International Programs Office" section

\*To be official, transcripts must be sent by the issuing institution directly to the Office of Admission/Registrar, or delivered in a sealed envelope. Official transcripts faxed in support of an application must be sent directly to the Office of Admission/Registrar by the issuing institution to (208) 792-2876. To be official, a faxed transcript to LCSC must include a cover sheet with current date, name of institution, sender's name, fax and telephone number, student's name and ID or social security number, and a transcript explanation key. Electronic GED scores must be e-mailed to [admissions@lcsc.edu](mailto:admissions@lcsc.edu) directly from the GED granting institution with the appropriate cover page with name of institution, sender's name, telephone number, and student's name. Photocopies of records are not considered official.

Note: All transcripts and test scores become the property of the College and cannot be copied, returned or forwarded.

| Table 2: Idaho College Admission Core Standards  |
|--|
| <b>English:</b> Eight credits minimum requirement. Required for both Academic and Professional-Technical Programs.<br><br>Composition and literature.  |
| <b>Math:</b> Six credits minimum requirement. Eight credits strongly recommended. Four of the required credits must be taken in 10th, 11th, and 12th grade. Professional-Technical students must complete four credits with six credits recommended.<br><br>Applied Math I or Algebra I, Geometry or Applied Math II or III; and Algebra II. Other math courses may include Probability, Discrete Math, Calculus, Statistics Trigonometry and Analytic Geometry. |
| <b>Social Science:</b> Five credits minimum requirement. Not required for Professional-Technical students.<br><br>American Government (state and local), U.S. History, World History, Economics, Sociology, Psychology and Geography.  |
| <b>Natural Science:</b> Six credits minimum requirement. Professional-Technical students must complete four credits with   |

six credits recommended.

Anatomy, Biology, Chemistry, Earth Science, Geology, Physiology, Physical Science, Physics and Zoology. Selected applied science courses may count for up to 2 credits. Must have lab science experience in at least two credits.

**Humanities/Foreign Language:** Two credits minimum requirement. Not required for Professional-Technical students.

Literature, History, Philosophy, Fine Arts, Foreign Language, and interdisciplinary humanities. History courses beyond those required for state high school graduation may be counted toward this category. Foreign Language is strongly recommended.

**College Preparatory Work:** Three credits minimum requirement. Not required for Professional-Technical students.

Speech or debate (no more than one credit). Studio/Performing Arts (art, dance, drama, and music). Additional Foreign Language. State Division of Professional-Technical Education-approved classes (no more than two credits) in Agricultural science and technology, business and office education, health occupations, education, family and consumer sciences education, occupational family and consumer sciences education, technology education, marketing education, trade, industrial, and technical education, and individualized occupational training.

***NOTE: A high school credit may only be counted in one category.***

\*State Department of Education has reviewed and approved specific coursework for college entrance requirements.

## **TRANSFER PROFESSIONAL-TECHNICAL**

(Transfer students with 14 or more transferable semester credits after high school) For more information, see the section titled Transfer Student Additional Information.

### **Regular Admission**

1. An overall 2.0 cumulative grade point average from all previous college transcripts, and completion of 14 or more transferable semester credits, and
2. Transfer students who are not transferring math or English composition courses must take the COMPASS test. Test scores will also be used to determine course placement in math, English composition, and reading.

### **Probational Admission**

- Applicants with less than an overall 2.0 cumulative grade point average from all previous college transcripts may be admitted on a probational status.
- If admitted with probational standing, the student is subject to the institutional academic standing policies. Regular admission status must be attained within one registration period by maintaining a 2.0 cumulative GPA or the student will be moved to non-degree seeking status, limited to 7 credits per term and no financial aid; subject to Petition Committee appeal procedures.
- Probational students, their staff advisor and their faculty advisor will plan a prescriptive

curriculum to ensure academic success during their first year. Frequent advising visits and reduced credit loads, (12-15) are suggested for probational students. Probational students may be required to complete specific placement or assessment examinations prior to entry.

- Transfer students in this category may not be eligible for financial aid or veterans benefits.
- Professional-Technical students may be denied based on cumulative college grade point average.

### **PROFESSIONAL-TECHNICAL PROGRAM ADDITIONAL INFORMATION**

- Students should be familiar with the demands of a particular occupation and how that occupation matches individual career interests and goals.
- While admission to LCSC is required, it does not guarantee entrance into a Professional-Technical program. Students are encouraged to meet with the Professional-Technical programs representative, or an instructor, to discuss program capacities, career plans, and specific program requirements.
- Students who are admitted to professional-technical programs must go through admission re-evaluation IF they decide to switch to an academic program. Contact the Office of Admission for more details.

### **RETURNING APPLICANTS**

Degree-seeking applicants who left LCSC in good standing, and have not attended another institution since leaving LCSC, will be readmitted with the same admission status as they had when they left. Degree-seeking applicants who left LCSC in good standing and have attended another institution since leaving LCSC will have their admission file reevaluated when all transfer transcripts have been received. Upon reapplication, students' residency status will be reevaluated. Applicants suspended from LCSC must petition for reinstatement after suspension. If approved, applicants with 14 or more transfer credits since high school will be admitted on probation; those with less than 14 transfer credits since high school will be admitted on condition. Petition forms are available at the Office of Admission/Registrar or at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar).

- If a student attended another institution after attending LCSC, is now returning and is admitted with probational standing, the student is subject to the institutional academic standing policies. Regular admission status must be attained within one registration period by maintaining a minimum 2.0 semester GPA or the student will be dismissed as a degree-seeking student and be moved to non-degree seeking status, which limits the student to 7 credits per term and no financial aid; subject to Petition Committee appeal procedures.
- If an Academic applicant is admitted with conditional standing, the student is subject to the institutional academic standing policies; excepting that the student with conditional standing may change to regular admission status upon satisfactory completion of 14 baccalaureate-level credits, 12 of which must be in four different areas of the General Education requirements of LCSC while maintaining a 2.0 GPA. Regular admission status must be attained within three registration periods or the student will be moved to non-degree seeking status, limited to 7 credits per term and no financial aid; subject to Petition Committee appeal procedures.
- If a Professional-Technical applicant is admitted with conditional standing, the student is required to meet with the Professional-Technical Counselor to develop, implement and execute an individualized student learning plan until such time as they are upgraded to a regular admission status. Regular admission status entails: completing any required remediation; completing 12 college credits numbered 100 or above; and attaining a 2.0 grade point average.

Non-degree-seeking applicants who would like to return to LCSC as a degree-seeking student must complete the admission requirements as prescribed in the Academic degree-

seeking or Professional-Technical degree-seeking section through the Office of Admission/Registrar and pay the nonrefundable application fee.

Non-degree seeking applicants who left in good standing who wish to return to LCSC as a non-degree-seeking student must update their permanent record by submitting a non-degree seeking application. This may also be submitted on-line, [www.lcsc.edu/admissions/forms.htm](http://www.lcsc.edu/admissions/forms.htm). Non-degree seeking students who were suspended from LCSC must petition for reinstatement after suspension. Petition forms are available at the Office of Admission/Registrar or [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar).

### **AUDITING/NON-DEGREE SEEKING APPLICANTS**

The College welcomes the enrollment of students who, at the time of application, may not desire degree-seeking status. Such students may be authorized to enroll with non-degree-seeking status with credit limits. Transcripts, tests and application fee are not required of such students. Financial aid and veterans benefits are not available.

When applying for non-degree status, the year of high school graduation or GED completion must be indicated on the non-degree seeking application for admission. Applicants without a high school diploma or GED must receive permission from the Admission Coordinator or Director of Admission/Registrar to register for credit-bearing classes. Non-degree seeking students can register for any combination of courses totaling 11 or fewer credits. Students who later choose to seek a degree must follow appropriate admission procedures. In addition, after taking 30 cumulative credits at LCSC, students must apply and be admitted as a degree-seeking student. Post-baccalaureates and those ages 60+ are exempt from the credit limit rule. Transfer transcripts will only be evaluated for degree-seeking students. However, non-degree seeking students are still responsible for any and all pre-requisites prior to registration.

### **DUAL CREDIT APPLICANTS**

Dual Credit Programs are designed to assist high school/home school students interested in taking college level coursework or for those students seeking additional career guidance. Dual Credit Programs at LCSC include the following: Dual Credit, On-Campus Classes, and Tech Prep (see School of Technology section). For more information call the Office of New Student Recruitment, (208) 792-2378, or visit the web at [www.lcsc.edu/admissions](http://www.lcsc.edu/admissions).

### **RETENTION OF ADMISSION RECORDS**

The Office of Admission/Registrar retains admission files for five years after the date of last attendance. If applied, 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 high school or college transcripts.

### **PETITIONS**

If the admission standards for regular, conditional or probational admission are not met, applicants are encouraged to apply as a non-degree-seeking student, or attend a community college first, and then enter LCSC as a transfer student. If there are unusual or extraordinary circumstances that prevented an applicant from meeting admission standards, applicants may petition the admission decision for special consideration. To file a petition, contact the Office of Admission/Registrar, Reid Centennial Hall, Room 102, (208) 792-2210, or download the Petition Form on-line at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar).

### **APPLICATION PROCEDURES FOR NURSING, TEACHER EDUCATION AND SOCIAL WORK**

Applicants for acceptance to the Nursing, Teacher Education, and Social Work programs

must first apply as an academic degree-seeking applicant to the Office of Admission/Registrar. In addition, they must meet further requirements for acceptance to the respective programs which may include application fees and additional official college transcripts. Special procedures for these programs are outlined in the appropriate program sections of this catalog.

### **ACT/SAT/COMPASS EXAMS**

Academic degree-seeking students under 21 must take the ACT or SAT I prior to admission and enrolling in courses. Professional-Technical degree-seeking students must take the COMPASS, ACT or SAT I prior to admission and enrolling in courses. The test is NOT used to determine admission to LCSC for Professional-Technical applicants. The results are used during the educational planning process to assist all students in selecting appropriate level courses in which they will be successful.

Successful completion of college-level coursework indicated on official transcripts from previous colleges/universities may exempt a student from submitting test scores. Transfer students who have completed 14 or more college level (100-level or above) semester credits following high school graduation and are transferring English Composition and math, are exempt from submitting test scores. Academic degree-seeking students over age 21 and non-degree-seeking students are not required to submit test scores for admission; however a placement score (or transfer class in English composition and/or math) is required if enrolling in courses that require English or math placement. Students who are not required to submit test scores for admission purposes but are not transferring English composition and/or math are strongly encouraged to submit COMPASS scores before attending STAR (Student Advising and Registration).

All test scores must be no more than five years old from the date of course registration. However, test scores within two years from the date of course registration have proven to be a better predictor of course success. Therefore, it is LCSC's recommendation that submitted test scores be no more than two years old from the date of course registration

LCSC uses the highest sub-scores on both the ACT and SAT I when making academic admission and scholarship decisions. In addition, LCSC uses the highest sub-scores on the ACT, SAT I and COMPASS in the advisement and course placement of students. Since we use the highest separate scores from different test administrations (e.g. the highest critical reading, and mathematics scores from the SAT I; the highest English, mathematics, reading, and science reasoning sub-scores from the ACT; the highest writing, reading and pre-algebra scores from the COMPASS) students are encouraged to provide LCSC with all results from all administrations of the ACT, SAT I and/or COMPASS.

For details concerning the ACT national testing dates, applicants may contact high school counselors or go to [www.actstudent.org](http://www.actstudent.org). Applicants who miss the six national test dates offered each year may arrange to attend a special exam held prior to each registration period. Call the Student Counseling Office for dates and fees charged for these special examinations. LCSC does not require the ACT Writing Test.

For details concerning the SAT I national testing dates, applicants may contact high school or community college counselors, or go to [www.sat.org](http://www.sat.org).

Applicants may take the COMPASS Placement Test at LCSC in Lewiston. Schedule a time to take the test by calling the Center for New Directions at (208) 792-2331. There is a fee associated with the test. The COMPASS Placement Test may also be available at a local

college or high school. Contact an institution in your area to see if it is available. The test scores may be faxed (directly from the institution to be considered official) to the Office of Admission/Registrar at (208) 792-2876.

See the course placement scores and the mathematics course flow chart at the end of the Admission/Registrar section and in the Business Technology and Service and the Technical and Industrial Division sections.

## **TRANSFER STUDENT ADDITIONAL INFORMATION**

### **EVALUATION OF TRANSFER CREDITS**

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

Students are responsible for meeting the individual requirements of their chosen major. STUDENTS SHOULD VISIT WITH THEIR ADVISOR AS SOON AS POSSIBLE TO BEGIN THIS EVALUATION PROCESS. Also, students may view their Transfer Equivalency Report on Warrior Web, [warriorweb.lcsc.edu](http://warriorweb.lcsc.edu). Credit is not accepted for courses evaluated as developmental. Transfer credits are not included in the computation of a student's grade point average at Lewis-Clark State College, but may be used to compute graduation honors. Please visit [www.lcsc.edu/admissions/transfer](http://www.lcsc.edu/admissions/transfer) for more transfer student information including course equivalency guides showing how courses will transfer from select accredited colleges and universities. Transcripts are legal documents, and as such, once received they become the property of the college and cannot be copied, returned or forwarded. Transfer equivalency reports are subject to change.

### **IDAHO STATE BOARD OF EDUCATION ARTICULATION POLICY**

In an effort to ensure that post-secondary education is consistent and comprehensive at all Idaho 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 adopted consistent course numbering, effective in 1996, which identifies lower-division courses of similar content by the same course numbers. The lower division General Education Core requirement must fit within the following credit and course requirements and must have a minimum of thirty six (36) credit hours.

- 1. English Composition:** 1 course (3-6 credits, depending upon 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.

### **GENERAL EDUCATION REQUIREMENTS FOR TRANSFER STUDENTS**

Normally, students who transfer an earned Bachelor of Arts (BA) or Bachelor of Science (BS), degree from any United States post-secondary institution accredited by an agency recognized by the Idaho State Board of Education (SBOE) have met the LCSC upper and lower division 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), Associate of Science (AS), or an Associate of Arts and Science (AA&S) degree, or have their transcript noted "Core Certified" by the sending institution have normally met the LCSC lower division general education core requirements.

Students transferring into LCSC without an AA, AS or an AA&S 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 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.

Petitions regarding transfer coursework can be found at the Office of Admission/Registrar or online at [www.lcsc.edu/registrar/Forms/Forms.htm](http://www.lcsc.edu/registrar/Forms/Forms.htm). International students should refer to the International Program section of the catalog.

### **TRANSFER CREDIT LIMITATIONS**

In accordance with policies approved by the SBOE, 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 any post-secondary two-year institution accredited by an agency recognized by the SBOE will be transferred to LCSC. No more than 96 semester credits from any post-secondary four-year institution accredited by an agency recognized by the SBOE 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.

## **REGISTRAR**

### **STUDENT RECORDS DATA PRIVACY POLICY**

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

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended sets forth requirements regarding the privacy of education records of any individual who is enrolled in a LCSC credit or non-credit course on the first day of the course including those enrolled in non-traditional educational delivery courses, such as distance learning. LCSC will maintain the confidentiality of student education records in whatever medium.

#### **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)
- grades on peer graded papers before they are collected and recorded by a teacher.

### **DIRECTORY INFORMATION**

Directory information is information in student educational records, that would not generally be considered harmful, or an invasion of privacy, if disclosed. LCSC considers the following Directory Information and WILL release this information WITHOUT the written consent of the student.

- |                     |                      |                        |
|---------------------|----------------------|------------------------|
| * Full Name         | * Academic Honors    | * Withdrawal Date      |
| * Major or Program  | * Email Address      | * Dates/Terms Enrolled |
| * Previous Colleges | * Athletic           | * Degrees/Certificates |
| Attended            | Achievements         | Awarded                |
| * Full or Part-Time | * Height & Weight of | and Date Conferred     |
| Status              | Athletes             |                        |
| * Photographs       | * Hometown           |                        |

### **NON-DIRECTORY INFORMATION**

Non-directory information is personally identifiable information in student educational records, that would generally be considered harmful, or an invasion of privacy, if disclosed.

LCSC considers the following Non-Directory Information and therefore will NOT release this personally identifiable information without the student's written consent.

- |                         |                                 |                           |
|-------------------------|---------------------------------|---------------------------|
| * Date of Birth         | * Academic Standing             | * Entrance Exam Results   |
| * Class Schedule/Roster | * Social Security Number        | * Grades                  |
| * Address/Phone Number  | * Student Identification Number | * Semester/Cumulative GPA |
| * Transcript            | * Parent Address(es)            |                           |
| * Gender                | * Age                           |                           |

If non-directory information is needed to resolve a crisis or emergency situation, the College may release that information to appropriate officials if the College determines that the information is necessary to protect the health or safety of a student or other individuals.

Upon request, LCSC discloses education records without consent to officials of another college in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

### **Third Party Request of Student Information Policy**

This policy reflects LCSC's requirements regarding release of information as per the Freedom of Information Act. Since LCSC is not a federal agency, the college is not subject to the provisions of the Freedom of Information Act. However, LCSC is subject to the Idaho Public Records Act. Non-directory student information, as defined in LCSC's Data Privacy Policy, is exempt from disclosure under the provisions of the Idaho Public Records Act.

Persons requesting LCSC student information from the Office of Admission/Registrar must:

**1.** Identify purpose of the request (i.e., what does the requesting person intend to do with the data provided).

**2.** Request student information in writing, signed and dated by the requestor. The request must include the requestor's contact information such as address, phone number, and e-mail address, in the event clarification about the requested data is necessary

**3.** List the exact data being requested (i.e. names, majors, class level, etc.)

Note: Due to the Family Educational Rights and Privacy Act of 1974, non-directory student information as defined in LCSC's Data Privacy Policy will not be released to third parties.

**4.** Attest, in writing, that the requested information will not be forwarded, nor re-produced in any way to any other person or organization.

Note: Idaho Code specifically prohibits a person from using, as a mailing list or a telephone number list any information provided by a public agency.

**5.** Pay a fee of \$1 per page of requested information. This fee must be paid to the Office of Admission/Registrar prior to the student information being released.

**6.** The Office of Admission/Registrar will only release information in hard-copy (i.e. no data will be attached to an e-mail and electronically sent).

### **VERIFICATION OF ENROLLMENT**

LCSC has delegated the National Student Clearinghouse as the primary source of student enrollment information for third parties seeking this information.

### **REGISTRATION**

By registering for classes, a student incurs a legal obligation to pay tuition and fees.

Regardless of whether a student pays tuition and fees with cash, personal check, credit card, financial aid or by some other means, it is the student's responsibility to satisfy this

financial obligation by the payment due date established by the College. This debt may be canceled only if the student officially withdraws from the college on or before the first official day of the semester. If a student withdraws on or after the first official day of the semester, the College's refund policy applies (See Controller's Office section).

Any person attending a class must be a registered student. The college is not obligated to add students into a course if they attend courses without having paid tuition/fees.

Degree-seeking students must meet with their advisor to select courses for future semesters. Returning students will be allowed to advance register, via WarriorWeb, for the succeeding semester according to the total amount of credits they have earned. Once degree-seeking students have met with their advisor, the advisor will electronically allow the student to register through the fifth day of the semester via WarriorWeb. Advance registration is the second full week of November and April.

### **REGISTRATION CHANGES**

The last day to register or add classes without instructor approval is the fifth day of the term for full-term classes (pro-rated for shorter classes). Between the fifth day and tenth day students must secure the instructor's signature on an add/drop form to enroll in a class. Between the eleventh day and the end date of a class, students must secure the instructor and Division Chairs' signature on an add/drop form to enroll in a class. This add/drop form must be brought to the Office of Admission/Registrar for processing. Students making their initial registration for the semester during the late registration period will be assessed late registration and late payment penalties.

### **WITHDRAWAL**

The last day to withdraw from courses is published on the instructional calendar located on the Admission/Registrar website at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar). Withdrawal after this date requires a petition appeal. Petitions for late withdrawal from classes are decided by the Petition Committee.

The withdrawal deadline, whereby students earn a W on their transcript, is the last day of the 10th week of Fall or Spring semester for full term classes. Students who wish to withdraw from Summer classes, or classes that do not meet an entire term, must do so before 64% of the entire days of the class have expired. Dropping a class after this date requires a petition appeal to the Petition Committee.

Students seeking to withdraw from a course after the deadline (through the petition process), must secure a signature from the faculty member who taught the course as well as their Division Chair before forwarding the form to the Petition Committee for a final decision. Neither LCSC faculty nor staff will normally initiate the withdrawal of a student on the basis of non-attendance.

Schedule changes are the responsibility of the student, with failure to officially withdraw or change enrollment constituting sufficient cause to receive a grade of "F" in the class.

### **Total Withdrawal From All Semester Courses**

The deadline for withdrawal from college is the last day of the 10th week of the semester for Fall and Spring semesters and before 64% of the class days for summer courses, or courses that are less than an entire term. Withdrawing from all classes after this date requires a petition appeal. Students withdrawing from all enrolled courses (total withdrawal from college) at any time must initiate withdrawal by completing a Total Withdrawal form, which may be obtained from the Office of Admission/Registrar.

Students seeking to totally withdraw from all courses after the deadline (through the petition process), must secure signatures from EACH faculty member and each Division Chair, from each class enrolled in before forwarding the petition form to the Petition Committee. A grade of "W" will be entered on the permanent transcript for each course. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly. Neither LCSC faculty nor staff will normally initiate the withdrawal of a student on the basis of non-attendance unless the student is medically incapacitated or a harm to him/herself or others.

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

### **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 harms 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 Conduct Code and lacks the capacity to comprehend and participate in the college's disciplinary process,  
and/or
- Commits a violation of the college's Student Conduct Code 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.

### **Withdrawal From a Single Course**

Students withdrawing from one or more courses at any time must initiate withdrawal by completing an add/drop form, which may be obtained from the Office of Admission/Registrar. A grade of "W" will be entered on the permanent transcript for each course. Students who fail to complete the official withdrawal process will be considered enrolled and will be graded accordingly.

### **PRE-REQUISITE REQUIREMENTS**

Students are required to meet course pre-requisites as stated in the course description (see Course Description section). Failure to do so will result in disenrollment 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 can be dis-enrolled up to two days before a term begins.

### **AUDITORS**

Students may enroll for course(s) as auditors. Auditors do not earn credit for completing courses, nor does credit for audited courses count toward financial aid, graduation, or completion of degree requirements. All auditors must officially enroll, pay regular fees and indicate audit status during the registration period. Auditing is not allowed in Professional-Technical programs.

### **REPEATED COURSES**

Students may repeat courses in which they were previously enrolled. Credit is usually allowed only once, and the grade point average 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 grade point average. Courses that may be repeated, for credit, are designated in their respective course description.

### **NO FINAL EXAM WEEK**

No final exams may be given during this week. Final exams are only to be given during specific times as specified in the instructional calendar as listed at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar). Classes shall continue to meet according to their regular schedule.

### **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. Final Exams for all sections of Math courses: 015, 025, 123, 130, 143/144, 147 and 170 are given at the same time.

### **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 grade point averages. Courses numbered 100-299 are classified as lower division. Those numbered 300-499 are classified as upper division. The first digit of the course number generally indicates class level for which the course is intended. Students usually are not encouraged to take courses more than one year above their class standing.

### **CREDITS AND LOAD (OVERLOAD)**

All students wishing to register for 20 or more credits in one academic term must have an approved petition to do so. In addition, there is an additional fee for each credit of 20 or more.

### **FULL- AND PART-TIME STATUS**

The number of credits that a student is enrolled in determines full-time or part-time status. Full-time status required for on campus employment, eligibility for student offices, financial aid and veteran benefits, is defined as enrollment in 12 or more semester credits. Students attending College who are certified to receive benefits from the "GI Bill" or any veterans' benefits programs, are expected to carry loads adequate to constitute the normal progress toward a degree or completion of their technology training program. Full-time status in terms of fee payment is defined as enrollment in 12 or more credits per term which includes all credits. Part-time students, in terms of fee payment, are those carrying no more than 11 credits in a given semester. Part-time students may not be eligible for all student body privileges.

**CLASS LEVEL (CLASS STANDING)**

Completed Credits Standing

0-25 Freshman

26-57 Sophomore

58-89 Junior

90 or more Senior

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

**PETITION FORMS** (for Exceptions to College Policy)

Students seeking exceptions to College policy must submit a petition form to the Academic Programs Office (SPH 116). Petitions which are decided by the Petition Committee include academic forgiveness, admission appeals, reinstatement after suspension, financial aid appeals, late drops, overloads, and other miscellaneous issues. General Education substitutions/waivers are the decision of the Academic Dean and should be submitted to the Office of Academic Programs. Students may obtain petition forms from the Office of Admissions/Registrar or at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar). The Chair of the Petition Committee will correspond with students in writing following a decision by the committee. The Dean of Academic Programs will correspond with students following decisions made by that office.

**Grades**

To calculate the grade point average (GPA), multiply the number of credits by the grade point value of the letter indicated. Thus a 3-credit course with a grade of B (3) is assigned 9 points. The grade point average is the result of dividing the total number of grade points by the total number of graded semester credits. Grades preceded with an asterisk are assigned for developmental courses and are not used to calculate grade point average.

Grades of A, A-, B+, B, B-, C+, C, C-, D, P, and S are considered passing; however, grades of C-, D+, D, U, P, and S may not be acceptable in meeting certain 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 Pass grade, student's work must be at a grade of C- or higher; a D+ or lower will earn a Failing grade. 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. Courses graded with the Pass/Fail option receiving a "P" grade are not included in the calculation of the term or cumulative grade point average 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 grade point average and do count for term and graduation honors.

The grade of "I" indicates that work is satisfactory but, because of extenuating circumstances, has not been completed by the end of the term. The grade is given at the discretion of the instructor when the student has made substantial progress toward completion of coursework. For all "I" grades the date of completion may be no longer than one semester. Faculty members have the prerogative to extend the completion date for a grade of Incomplete one additional semester under exceptional or extenuating circumstances. The exact date of completion will be specified by the instructor. On that date, the grade assigned by the instructor will be posted to the transcript. If the incomplete

is received during a summer session, the student has one full semester following that session in which to complete the course.

After semester grades have been submitted to the Registrar, instructor-initiated grade changes must have the written approval of the appropriate Division Chairperson.

### **Grades**

The system of grading is as follows:

#### 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 reregister (technical courses only)            |
| K*   | n/a  | No grade submitted by instructor                                 |
| AU*  | n/a  | Audited course   |
| CN*  | n/a  | Course continued beyond end of semester, final grade replaces CN |
| CIP* | n/a  | Course in progress   |
| CR*  | n/a  | Credit given-used for nursing escrow and military credits        |
| NC*  | n/a  | No-Credit  |
| *    |      | Grade not used to compute grade point average                    |

## **GRADE APPEAL**

If a student believes he or she has received an incorrect or unfair grade, no later than one full semester after receiving the grade in question, the student should contact the appropriate instructor to attempt to resolve the disagreement. If the student and faculty member resolve that disagreement to their mutual satisfaction, no further proceedings are necessary. If the student and faculty member are unable to resolve the disagreement to their mutual satisfaction, the following procedure results.

If the student and faculty member are unable to resolve the disagreement to their mutual satisfaction within the time provided or in the event the student is unable to discuss his or her complaint regarding the grade with the instructor within said time period, then the student may file a written request for reconsideration of the grade with the Division Chair. Any written request for reconsideration directed to the Division Chair must be delivered to the Division Chair within 30 days after the first day of the semester following the semester for which the grade was given; provided that the grade was given during or for the spring semester, the written request for reconsideration must be filed with the Division Chair within 30 days after the first day of the next following fall semester.

When the Division Chair receives a timely request for reconsideration of the grade, they will meet with the student and the faculty member and will make such investigation as they deem appropriate. If the Division Chair is able to mediate a resolution of the disagreement which is satisfactory to both the student and the instructor, that resolution will be implemented and no further proceedings will be necessary. If, however, the Division Chair is unsuccessful in resolving the dispute to the mutual satisfaction of the student and the instructor within 10 days, the Division Chair shall give written notice that he or she is unable to resolve the dispute to both the student and to the instructor ("Notice of Impasse").

If the Division Chair is unable to resolve the dispute to the mutual satisfaction of the student and instructor and if the student remains dissatisfied with the decision of the instructor, the student may request reconsideration of the grade. The request must be submitted to the Division Chair within 10 days after written Notice of Impasse is given to the student. An ad hoc committee of faculty members in the challenged instructor's discipline or closely allied fields will be appointed by the Division Chair to review the grade. The ad hoc committee will hear the student's appeal and the faculty member's rebuttal within 30 days of the student's request. The student shall be entitled to be accompanied by an advisor, who may advise the student during the hearing but shall not be entitled to actively participate in the hearing. The hearing shall be closed unless both parties agree that it should be open. At the hearing, the student shall have the burden to prove, by clear and convincing evidence, that the decision of the instructor to award the grade was arbitrary, capricious or grossly unreasonable. The ad hoc committee will either sustain the grade given by the faculty member or, it will determine the grade that should have been awarded. The Division Chair will provide the instructor with a copy of the determination and will ask the instructor to implement it. If the instructor declines to implement the committee's determination, the Division Chair will then change the grade, pending any appeal as outlined below, notifying the instructor and student of this action. If a change in grade is not recommended and the student remains unsatisfied, he or she may request the Hearing Board of the Faculty Senate to review the proceedings regarding due process. The Hearing Board may not overturn the academic judgment of the ad hoc committee; they may only ensure that the student has received a fair hearing. If a change in grade is recommended, and the instructor is unsatisfied with the ad hoc committee determination, he or she may request the Hearing Board of the Faculty Senate to review the proceedings regarding due process. The Hearing Board may not overturn the academic judgment of the ad hoc committee; they may only ensure that the faculty member has received a fair hearing.

If the Hearing Board determines that a fair hearing was not provided, they will return the matter to the Division Chair, who will constitute a different ad hoc committee to reevaluate the grade.

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.

### **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 199. This requirement does not apply to Professional-Technical courses or to kinesiology activity courses. Mid-term grades are not calculated in the grade point average 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 LIST AND DEAN'S LIST**

Students who earn a semester grade point average 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 grade point average 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.

#### **SATISFACTORY ACADEMIC PROGRESS**

The college has set the standards described below to alert students who are earning less than satisfactory grades to carefully examine their objectives before continuing to enroll. The standards are designated to make students aware they are in danger of losing their eligibility to continue attending college. In all cases involving inadequate progress, students are encouraged to consult with advisors, instructors, counselors or members of the Student Services staff.

#### **ACADEMIC STANDING CRITERIA**

The academic retention status of students is dependent on the cumulative credits attempted and cumulative grade point averages earned at LCSC and transfer credits, according to the following scale:

| <b>Academic Standing Scale</b>  |                                    |
|---------------------------------|------------------------------------|
| <b><i>Credits attempted</i></b> | <b><i>Minimum GPA required</i></b> |
| 0-6                             | 1.00                               |
| 7-32                            | 1.60                               |
| 33-64                           | 1.80                               |

|            |      |
|------------|------|
| 65 or more | 2.00 |
|------------|------|

### **GOOD STANDING**

The minimum cumulative grade point average required for students to be in "good standing" is a 2.0 on credits attempted at LCSC.

### **WARNING**

Students are placed on "academic warning" when their cumulative grade point average falls below a 2.0, but not below the minimum grade point average on the above scale.

### **PROBATION**

At the end of a semester, students who do not attain the cumulative grade point average required for their cumulative credits are placed on "academic probation" for the next semester of enrollment. Students on academic probation, who earn a cumulative grade point average higher than the minimum required for their cumulative credits, but less than 2.0 the subsequent semester of enrollment will be removed from academic probation, but will be placed on academic warning. Students on academic probation who earn a cumulative grade point average of 2.0 or higher will be returned to a "good standing" status. Students on academic probation who obtain a term grade point average of 2.0 or higher during the subsequent semester after being placed on probation, but whose cumulative grade point average is still below the minimum required for their cumulative credits, will remain on probation.

### **SUSPENSION**

Students on academic warning or probation will be placed on "academic suspension" at the end of their semester on academic warning or probation unless the minimum cumulative grade point average required for their cumulative credits or a semester grade point average of at least 2.0 is obtained. Students on academic suspension cannot register for classes. If students placed on academic suspension are registered for classes in subsequent terms, these classes will be removed from the students' schedules by the Office of Admission/Registrar.

### **REINSTATEMENT FOLLOWING SUSPENSION**

Students who have been academically suspended may not reenroll (degree or non-degree) for at least one full semester. (Students may not attend a summer session if suspended at the end of Spring semester, nor does a Summer session count as the required semester out of college.) Students wishing to re-enroll following academic suspension must petition for reinstatement after one semester has passed. Students academically suspended three times must wait five academic years before a petition for reinstatement will be considered. Petitions for reinstatement must be submitted at least one week prior to a scheduled Petition Committee meeting and are available at the Office of Admission/Registrar.

### **FORGIVENESS POLICY**

The curriculum leading to graduation requires that a student maintain a cumulative grade point average of at least a 2.0. There are individuals who, for a variety of reasons, have poor previous academic records. To encourage and reward determination, self-discipline, and achievement, LCSC will allow a student to submit a petition to the Petition Committee to consider up to two consecutive semesters, for academic forgiveness.

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

- At the time the petition is filed, a minimum of five years will have elapsed since the course work to be forgiven was completed.

- The student must have completed at least 24 graded credits at the 100 level or above, (pass/fail credits do not count) at LCSC with a minimum GPA of 2.25. These 24 credits must be completed following the semester(s) to be forgiven and will be considered a probationary period predicated forgiveness.
- The student must submit with their petition, 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 petition to forgive LCSC credits only. In addition, a student may apply for academic forgiveness only once during their academic career at LCSC.
- Students must petition for forgiveness prior to a degree/certificate being awarded. Consequences of academic forgiveness to the student include the following:
  - If the petition 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 LCSC or another college, will be figured into the student's cumulative GPA to determine graduation "walking" or "final" honors.

### **DECLARATION OF A MAJOR**

In addition to fulfilling general degree criteria and completing the general education requirements, AS, AA, AAS, BA, BS, BSN, BSW, BAT or BAS degree candidates must also complete an appropriate major. Students should file a Program Information Form (PIF) to officially declare a major and/or minor prior to earning 32 credits. Students will not be able to register for future classes if they have not declared a major prior to earning 32 credits.

### **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 independent from majors.

### **GRADUATION REQUIREMENTS**

#### **APPLICATION FOR DEGREE OR CERTIFICATE**

Students become candidates for graduation upon filing an Application for Degree with the Office of Admission/Registrar and paying the graduation fee on, or before the first Monday in October for studentsw graduating in May and the first Monday of March for students graduating in August or December.

Applications for degree/certificates are valid for up to one year from the term in which the student applied to graduate. If a student plans to graduate more than a year from the term in which they applied, they must re-submit an Application for Degree/Certificate and pay the graduation fee again.

Students graduate by fulfilling College and departmental requirements from the LCSC catalog in effect at the time of initial registration within a maximum of seven consecutive years. 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. Only one catalog may be utilized for graduation purposes. Enrollment assumes a Fall, Spring or Summer term of attendance and completion. Summer attendance is counted with the following Fall semester for catalog purposes.

In the case of changes to the curriculum or graduation requirements, the college may

require students to meet the changes or 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. When economic and other conditions permit\*, the college will make a reasonable effort to ensure that students who are within two years of completing the graduation requirements, and who are making normal progress toward completion of those requirements, will have the opportunity to complete the program.

\* Certification, accreditation and licensure requirements are examples of "other conditions."

Degrees and certificates are not automatically awarded when requirements are completed. It is the student's responsibility to have major and minor requirements evaluated and approved by the appropriate division, and apply for the degree or certificate with the Office of Admission/Registrar. Students applying for the degree or certificate are expected to participate in the Commencement ceremony.\* Students must be within six credits of completion for their degree (and enrolled in these six credits during the summer) to participate in Commencement. Students who choose not to participate in the ceremony must choose this option when they electronically 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 Admission/Registrar awards EACH degree separately in the term the student submits a graduation application for the respective degree.

\*NOTE: LCSC holds only one Commencement ceremony each year at the end of spring semester. Students who graduate fall semester may choose to participate in the Commencement ceremony the following spring.

## **BACCALAUREATE DEGREE REQUIREMENTS**

To be recommended for a baccalaureate degree, the candidate must complete at least 128 degree-counting\* semester credits to include:

1. No less than 36 semester credits of upper division work.
2. No less than 32 resident (LCSC) credits.
3. A cumulative grade point average of not less than 2.0.
4. General Education Core Requirements for baccalaureate degrees: 34-40 lower division (100-200) semester credits plus 3 semester credits of upper division (350-351) work.
5. A cumulative GPA of not less than 2.0 for all Core classes.
6. Courses required by their major field of study.
7. The bachelor of arts degree requires two years of the same college-level foreign/heritage language, 12 credits of which may be satisfied by competency credit as indicated on the student's transcript.
8. Some Divisions require an exit examination as part of its degree requirements.
9. Submit an Application for Degree and Program Evaluation to the Office of the Registrar and pay the graduation fee.
10. Degrees are awarded in the term 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, if these grades were earned after fall semester 1994.
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 may also choose to satisfy the requirements listed in a more recent catalog as long as the student attended LCSC during the effective period of the catalog.

13. Students may not use more than one catalog; students may not satisfy the General Education Core requirements from one catalog while satisfying the major requirements of another catalog.

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

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.

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.

### **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 May Commencement. "Final" honors are the honors listed on the official student transcript and diploma. Walking honors are calculated using a minimum of 48 LCSC credits. For students who have not earned at least 48 LCSC credits by the end of Fall term, graduation honors are calculated using all credits earned (both LCSC credits as well as all transfer credits). Final honors are determined using a minimum of 64 credits. For students who have not earned at least 64 credits, graduation honors are calculated using all credits earned (both LCSC credits as well as transfer credits). Baccalaureate students are eligible to be awarded cum laude, magna cum laude, or summa cum laude honors upon attaining a cumulative grade point average of 3.7, 3.8 or 3.9, respectively.

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

### **GRADUATION HONORS (ASSOCIATE DEGREES)**

There are two types of graduation honors. "Walking" honors are for students who complete requirements in May or August and participate in May Commencement. "Final" honors are the honors listed on the official student transcript and diploma. Walking honors are calculated using a minimum of 16 LCSC credits. Credit calculations are inclusive of "P" graded credits. For students who have not earned at least 16 LCSC credits by the end of Fall term; graduation honors are calculated using all credits earned (both LCSC credits as well as all transfer credits). Final honors are determined using this same method. Associate degree seeking students are eligible to be awarded presidential honors upon attaining a cumulative grade point average of 3.75 or higher. Grade points for courses "academically forgiven" will be used to calculate graduation honors.

### **ASSOCIATE DEGREE AND CERTIFICATE REQUIREMENTS ACADEMIC**

To be recommended for an Academic Associate Degree, the candidate must complete at least 64 degree-counting\* semester credits to include:

1. No less than 16 semester credits of LCSC course work.
2. A cumulative grade point average of not less than 2.0.
3. General Education Core Requirements.
4. A cumulative grade point average of not less than 2.0 for all Core classes.
5. Submit an Application for Degree and Program Evaluation to the Office of

Admission/Registrar and pay the graduation fee. Degrees/certificates are awarded in the term which the student applies for the degree/certificate.

6. Students will not be allowed to graduate with Incomplete or In-Progress (IP) grades remaining on their transcript, if these grades were earned after Fall semester 1994.
7. Students may elect to satisfy the requirements in a specific catalog as long as the catalog is no more than seven years old at the time of graduation, or may also choose to satisfy the requirements listed in a more recent catalog as long as the student attended LCSC during the effective period of the catalog.
8. Students may not use more than one catalog; students may not satisfy the General Education Core requirements from one catalog while satisfying the major requirements of another catalog.

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.

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.

### **PROFESSIONAL-TECHNICAL**

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

1. No less than 16 semester credits of LCSC course work.
2. A cumulative grade point average of not less than 2.0.
3. General Education Core Requirements: 16 credits.
4. A cumulative grade point average of not less than 2.0 for all Core classes.
5. Submit an Application for Degree and Program Evaluation to the Office of Admission/Registrar and pay the graduation fee.
6. Students will not be allowed to graduate with Incomplete (I) or In-Progress (IP) grades remaining on their transcript, if these grades were earned after Fall semester 1994.
7. Students may elect to satisfy the requirements in a specific catalog as long as the catalog is no more than seven years old at the time of graduation, or may also choose to satisfy the requirements listed in a more recent catalog as long as the student attended LCSC during the effective period of the catalog.
8. Students may not use more than one catalog; students may not satisfy the general education core requirements from one catalog while satisfying the major requirements of another catalog.

\*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 Professional-Technical Advanced Technical Certificate (ATC) or Technical Certificates (CERT), the candidate must complete:

1. No less than 16 semester credits of LCSC course work.
2. A minimum of 52 credits in technical and General Education courses (ATC), or a minimum of 27 credit hours (CERT). A minimum of twenty-five percent of the total required

credits for an ATC or CERT must be completed at Lewis-Clark State College.

**3.** A cumulative grade point average of not less than 2.0.

**4.** File an Application for Certificate and Program Evaluation with the Office of Admission/Registrar and pay the graduation fee.

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

### **CONCURRENT BACCALAUREATE DEGREES (DOUBLE MAJOR)**

LCSC does not award double major degrees. However, 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 and pay separately for each degree sought. Students are awarded their degree in the term in which they submit a graduation application for the respective degree. Students must earn an additional 16 credits (144 total credits) to be awarded a second baccalaureate degree.

### **REQUIREMENTS FOR AN ADDITIONAL BACCALAUREATE DEGREE AND/OR TEACHER CERTIFICATION**

A student may be granted a second baccalaureate degree by meeting the following minimum requirements:

- 1.** A minimum of 32 additional semester hours of residence work, or 16 semester hours of residence work if the student has attended LCSC for at least two years, or if the first baccalaureate was from LCSC; otherwise the full 32 semester credits must be earned in residence.
- 2.** Satisfaction 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 Education Division section of this catalog), have a certifiable major field for secondary certificate seekers, and satisfy one and two above. No degree is conferred unless the student also satisfies three above and pays graduation fees.
- 5.** Submit an Application for Degree and Program Evaluation to the Office of Admission/Registrar and pay the graduation fee.
- 6.** Students must earn an additional 16 credits (144 total credits) to be awarded a second baccalaureate degree.

### **RESIDENCY REQUIREMENTS**

For fee purposes, the legal residence of a student is determined at the time of initial application to the College, and will be reconsidered, thereafter, upon reapplication by the student or by appeal of the student. The Idaho Residency Determination Worksheet form can be obtained at the Office of Admission/Registrar or via [www.lcsc.edu/registrar/forms](http://www.lcsc.edu/registrar/forms). This form should be filed in the Office of Admission/Registrar prior to the first day of classes for the semester in which it will take effect. Students who submit a form after the tenth day of a term, will not be given resident status until the subsequent term. Decision on the granting of residency status will not be retroactive.

Per §33-3717, Idaho Code, any public institution of higher education in Idaho, a "resident student" is:

- 1.** Any student who has one (1) or more parent or parents or court-appointed guardians who are domiciled in the state of Idaho, and the parent, parents or guardians provide at

least fifty percent (50%) of the student's support. Domicile, as used in this section, means that individual's true, fixed and permanent home and place of habitation. It is the place where that individual intends to remain, and to which that individual expects to return when that individual leaves without intending to establish a new domicile elsewhere. To qualify under this section, the parent, parents or guardians must have maintained a bona fide domicile in the state of Idaho for at least twelve (12) months prior to the opening day of the term for which the student matriculates.

**2.** Any student, who receives less than fifty percent (50%) of the student's support from a parent, parents or legal guardians and who has continuously resided and maintained a bona fide domicile in the state of Idaho primarily for purposes other than educational for twelve (12) months next preceding the opening day of the term during which the student proposes to attend the college or university.

**3.** Any student who is a graduate of an accredited secondary school in the state of Idaho, and who matriculates at a college or university in the state of Idaho during the term immediately following such graduation regardless of the residence of the student's parent or guardian.

**4.** The spouse of a person who is classified, or is eligible for classification, as a resident of the state of Idaho for the purposes of attending a college or university.

**5.** A member, or spouse of a member, of the armed forces of the United States, stationed in the state of Idaho on military orders.

**6.** An officer or an enlisted member of the Idaho national guard.

**7.** A student whose parent or guardian is a member of the armed forces and stationed in the state of Idaho on military orders and who receives fifty percent (50%) or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose that residence when the student's parent or guardian is transferred on military orders.

**8.** A person separated, under honorable conditions, from the United States armed forces after at least two (2) years of service, who at the time of separation designates the state of Idaho as his intended domicile or who has Idaho as the home of record in service and enters a college or university in the state of Idaho within one (1) year of the date of separation.

**9.** A member of the military separated under honorable conditions from the Armed Forces after at least two years of service.

**10.** Any individual who has been domiciled in the state of Idaho, has qualified and would otherwise be qualified under the provisions of this statute and who is away from the state for a period of less than thirty (30) months and has not established legal residence elsewhere provided a twelve (12) month period of continuous residence has been established immediately prior to departure.

**11.** A student who is a member of any of the following Idaho Native American Indian tribes, regardless of current domicile, shall be considered an Idaho state resident for purposes of fees or tuition at institutions of higher education: members of the following Idaho Native American Indian tribes, whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of

Idaho: (i) Coeur d'Alene tribe; (ii) Shoshone-Paiute tribes; (iii) Nez Perce tribe; (iv) Shoshone-Bannock tribes; (v) Kootenai tribe.

For any public institution of higher education in Idaho, a "nonresident student" is: any student who does not qualify as a "resident student" under the provisions listed above, and shall include:

1. A student attending an institution in this state with the aid of financial assistance provided by another state or governmental unit or agency thereof, such nonresidency continuing for one (1) year after the completion of the semester for which such assistance is last provided.
2. A person who is not a citizen of the United States of America, who does not have permanent or temporary resident status or does not hold "refugee-parolee" or "conditional entrant" status with the United States immigration and naturalization service or is not otherwise permanently residing in the United States under color of the law and who does not also meet and comply with all applicable requirements of this section.

The establishment of a new domicile in Idaho by a person formerly domiciled in another state has occurred if such person is physically present in Idaho primarily for purposes other than educational and can show satisfactory proof that such person is without a present intention to return to such other state or to acquire a domicile at some other place outside of Idaho. A student who is enrolled for more than eight (8) hours in any semester or quarter during a twelve (12) month period shall be presumed to be in Idaho for primarily educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile in this state unless the student proves, in fact, establishment of a bona fide domicile in this state primarily for purposes other than educational. Institutions determining whether a student is domiciled in the state of Idaho primarily for purposes other than educational shall consider, but shall not be limited to, the following factors:

Any of the following, if done for at least twelve (12) months before the term in which the student proposes to enroll as a resident student, proves the establishment and maintenance of domicile in Idaho for purposes other than educational and supports classification of a student as an Idaho resident:

1. Filing of Idaho state income tax returns covering a period of at least twelve (12) months before the term in which the student proposes to enroll as a resident student;
2. Permanent full-time employment or the hourly equivalent thereof in the state of Idaho;  
or
3. Ownership by the student of the student's Idaho living quarters.

The following, if done for at least twelve (12) months before the term in which the student proposes to enroll as a resident student, lend support to domiciliary intent and the absence of which indicates a lack of domiciliary intent. By themselves, the following do not constitute sufficient evidence of the establishment and maintenance of a domicile in Idaho for purposes other than educational:

1. Registration and payment of Idaho taxes or fees on a motor vehicle, mobile home, travel trailer or other item of personal property for which state registration and the payment of a state tax or fee is required;
2. Registration to vote for state elected officials in Idaho at a general election;

3. Holding an Idaho driver's license;
4. Evidence of abandonment of a previous domicile;
5. Presence of household goods in Idaho;
6. Establishment of accounts with Idaho financial institutions; and
7. Other similar factors indicating intent to be domiciled in Idaho and the maintenance of such domicile.

The State Board of Education and the Board of Regents of the University of Idaho shall adopt uniform and standard rules applicable to all State Colleges and universities now or hereafter established to determine resident status of any student and to establish procedures for review of that status.

Appeal from a final determination denying resident status may be initiated by the filing of an action in the district court of the county in which the affected college or university is located; an appeal from the district court shall lie as in all civil actions.

Nothing contained herein shall prevent the State Board of Education and the Board of Regents of the University of Idaho from establishing quotas, standards for admission, standards for readmission, or other terms and requirements governing persons who are not residents for purposes of higher education.

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

Based on information provided on either the Asotin County Residency Status Request form or the Idaho Residency Determination Worksheet, a residency status (either resident, Asotin County, or non-resident) is determined. Students who disagree with the residency status they have been given, can appeal to the Petition Committee via completion of a petition form which is available at [www.lcsc.edu/registrar/forms](http://www.lcsc.edu/registrar/forms). 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.

## **CHALLENGE EXAMINATIONS**

Under guidelines approved by each Division, currently enrolled degree-seeking students may challenge courses in which they believe there has been substantial prior learning. Information regarding courses which may be challenged is available in each division office. Students wishing to challenge a course may do so by completing a "Petition to Challenge a Course" form. This form is available from the Office of Admission/Registrar. The fee for filing this form is \$50 plus \$10 per credit. There is no limit on the number of credits a student may challenge. The following criteria must be met:

1. The exam must be in a course offered by the College for degree credit.
2. The student shall not have received credit in a more advanced course in the subject for

which the course petitioned for is a prerequisite.

3. No exam will be approved during the final semester before qualifying for a degree.

4. No exam will be allowed for courses in which the student is presently enrolled, has previously audited, has previously failed, or has received credit via another means of credential assessment.

5. The student shall first submit evidence of his/her knowledge of the course to the instructor concerned. If the student receives the approval of the instructor, the student may petition the appropriate Division Chair for permission to take the exam. After receiving the chair's approval, the student pays the exam fee to the cashier and returns the form to the instructor. The instructor will administer the exam, note the outcome on this form and distribute copies to the Office of Admission/Registrar, Human Resources Offices, the instructor and the student.

6. No more than 75% of degree or certificate may be completed through completing challenge exams.

7. Challenge courses are graded with the following grades: A, A-, B+, B, B-, C+, C, C-, P or not transcribed at all.

Challenge credits will be posted to students' transcripts in the term in which they completed the exam and will be designated with a "CE" prior to the course title.

### **COMPETENCY CREDIT**

Many areas of learning have vertical content in which higher levels are dependent on skill and knowledge acquired at lower levels. Students may complete a "Competency Credit" form to receive credit for sequential courses. If lower level learning can be demonstrated to the satisfaction of faculty who offer these courses, such as mathematics and foreign languages, students may request to enroll in the higher level or advanced course. Students who earn a grade of "C" or better in the higher level advanced course may be awarded competency credit for the bypassed lower level course by securing faculty and Division Chair signatures on a Competency Credit form and then submitting the Competency Credit form to the Office of Admission/Registrar for processing. Competency credits will be posted to students' transcripts in the term in which they completed the higher level course and will be designated with a "CC" prior to the course title. There is no fee for filing this form. No more than 75% of degree or certificate may be completed by Competency Credits.

### **THE COLLEGE-LEVEL EXAMINATION PROGRAM AND DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION**

CLEP, DSST, or DANTES enable students to earn college credit by examination. Students interested in earning credit through the respective program should contact the Office of Admission/Registrar. A maximum of 32 semester credits may be earned through these types of examinations. Transfer students with previous CLEP credit must request their scores be sent directly from CLEP, Educational Testing Service, Princeton, New Jersey, 08541 to the Registrar. 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. See the chart with the required scores for transfer of CLEP or DSST exams to equivalent LCSC courses. Required scores chart

### **ADVANCED PLACEMENT**

The Advanced Placement Program (AP) is a testing program of the College Entrance Examination Board. High school sophomores, juniors, or seniors who have participated in an AP program during high school, or who have developed an equivalent background through self initiative, may take tests in any or all of the following areas: biology, calculus, chemistry, economics, English, US government, US history, music theory, studio art (drawing and general), physics, and psychology. AP examinations are given in AP approved high schools during the third week of May. Further information on this program is contained

in Guide to the Advanced Placement Program, College Board Publication Orders, Box 2815, Princeton, NJ 08540. AP credit is limited to 32 semester credits. Students must request an official AP transcript be sent to the Registrar for evaluation of any LCSC equivalent courses. See the chart with the required scores for transfer of AP exams to equivalent LCSC courses. Required scores chart

### **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

The International Baccalaureate (IB) offers high-quality programs of international education to a worldwide community of schools. The Programme helps develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalizing world. The IB Diploma Programme is a comprehensive, internationally recognized curriculum and assessment system for students in their last two years of secondary school. Students must request an official IB transcript be sent to the Registrar for evaluation of any LCSC equivalent courses. See the chart with the required scores for transfer of IB scores equivalent to LCSC courses. Required scores chart

### **MILITARY CREDIT**

Students who have served in the military may receive credit for their military education/experience. Students seeking military service credit may request an evaluation of their military education and experience after they have earned at least three credits at LCSC. Students seeking such an evaluation must request an official military transcript be sent to the Registrar. A student may have up to 32 military credits transferred. The Registrar will only transfer in credits as a block total and may only transfer in 50% of the 32 credits (or 16) as block credits. Students wishing to transfer in the remaining 16 credits must equate these credits to actual LCSC courses via written recommendation from their advisor to the Registrar.

### **LCSC Mathematics Course Flow Charts**

- Math Flow Charts

### **Course Placement Scores**

- Course Placement Scores