

SECTION: 5. Student Policies

SUBJECT: Domestic Admission Standards

Background: This policy defines how a student is admitted to Lewis-Clark State College.

Point of Contact: Director of Admissions

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Admissions office and Vice President for Student Affairs

Date of approval by LCSC authority: January 31, 2017

Date of State Board Approval: N/A

Date of Most Recent Review: January 2017

Summary of Major Changes incorporated in this revision to the policy: This policy incorporated New Student Orientation as a condition of enrollment during the spring 2014 semester. New revisions include the Idaho State Board of Education's Direct Admission initiative, ALEKS math placement test, Writing Placement Exam, and the consideration of a transfer student's academic standing at the time of admission.

Academic Degree-Seeking Applicants

1. Freshman Students

Full Admission (under 21 years of age)

Applicants with less than 14 transferable semester credits after high school and under 21 years of age are required to demonstrate the following:

- A. Proof of high school graduation from an accredited high school* with at least a 2.0 cumulative GPA, and
- B. A minimum ACT composite of 17 or SAT combined score (critical reading & math) of 690 or RSAT combined score (evidence-based reading and writing and math) of 780, and
- C. Official college/university transcripts (when applicable), and
- D. Successful completion of the established Idaho college admission core standards set by the Idaho State Board of Education (see [Idaho College Admission Core Standards](#)).
- E. Students who are pre-admitted under the Idaho State Board of Education's Direct Admission initiative will not be denied admission but will be required to submit an application, high school transcript and test scores.

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2. Full Admission (21 years and over)

Applicants with less than 14 transferable semester credits after high school and 21 years of age and over are required to demonstrate the following:

- A. Proof of high school graduation from an accredited high school* with at least a 2.0 cumulative GPA, and

1) *Lewis-Clark State College requires applicants to provide official documentation in the form of a high school transcript in order to be evaluated for admission. If we receive a high school diploma only, or a diploma of questionable validity, we will ask the applicant to provide official high school transcripts and/or other documentation proving the authenticity of high school at graduation. If the requested documentation is not provided, admission will be denied.

- B. Official college/university transcripts (when applicable)
- C. Applicants who are at least 21 years of age are not required to submit test scores for admission. However, they are strongly encouraged to take the ALEKS math placement test and Writing Placement Exam for course registration purposes.

3. Conditional Admission

If an applicant does not qualify for regular admission, he/she may be considered for conditional admission based on the following criteria:

- A. Proof of high school graduation with less than a 2.0 cumulative GPA or completion of a GED with less than a 500 (50 or above if tested prior to 2012), and
- B. Official college/university transcripts (when applicable), and
- C. A minimum ACT composite of 14 or SAT combined score (critical reading & math) of 560 (if under the age of 21); or RSAT combined score (evidence-based reading and writing and math) of 620
- D. 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 credits of which must be in general education requirements at 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 11 credits and not be eligible for financial aid; subject to Petition Committee appeal procedures.

4. Home School or Non-Accredited High School Graduates

Students who graduate from non-accredited secondary schools or home schools are admitted under conditional admission and are required to demonstrate the following:

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A. Transcript:

- 1) Home school transcript or a description of educational background including subjects studied and date of graduation with at least a 2.0 cumulative GPA; or
- 2) Non-accredited high school transcript with at least a 2.0 cumulative GPA; or
- 3) GED test results with a standard score of 500 or above (50 or above if tested prior to 2012).

B. Official transcripts from any secondary school attended prior to or in addition to home schooling with at least a 2.0 cumulative GPA.

C. Official transcripts from any college or university attended with at least a 2.0 cumulative GPA.

D. Academic applicants: Official ACT (composite at least 14) or SAT (combined critical reading and math score of 560) or RSAT (combined evidence-based reading and writing and math score of 620) for academic applicants age 20 and younger. Note: The ACT Writing test is not required. Applicants who are least 21 years old are not required to submit test scores for admission. However, they are strongly encouraged to take the ALEKS math placement test and Writing Placement Exam for course registration purposes.

E. Career and Technical applicants: ALEKS Math placement, Writing Placement Exam, ACT or SAT test scores. Test scores will be used to determine course placement in math and English composition and program placement. All career and technical applicants must complete the CTE student intake process before being fully admitted to a technical program.

5. Transfer Students

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

A. Full Admission

Applicants with at least 14 transferable semester credits are required to demonstrate the following:

1) An overall 2.0 cumulative GPA from all college transcripts

2) Applicants who do not meet the GPA requirement will be admitted on probational admission. Students are required to complete the first semester with a 2.0 cumulative GPA or be dismissed from the institution.

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NOTE: Transfer equivalencies will be done by the Office of Registrar and Records. Once a student is admitted, it can take up to two weeks for the office to complete the transfer equivalency report.

6. Returning Students

A. Full Admission

Students who were eligible to continue at LCSC at the time of departure and have not attended another institution since leaving LCSC are eligible for re-admission. Applicants must submit a re-admission application.

Students who were eligible to continue at LCSC at the time of departure and have attended another institution since leaving LCSC must submit/demonstrate the following:

1. Re-admission application, and
2. An overall 2.0 cumulative GPA from all college transcripts

Career and Technical Degree-Seeking Students

Freshmen Students

1. Full Admission

Applicants with less than 14 transferable semester credits after high school are required to demonstrate the following:

- A. Proof of high school graduation from an accredited high school* with at least a 2.0 cumulative GPA, and
 - 1) *Lewis-Clark State College requires applicants to provide official documentation in the form of a high school transcript in order to be evaluated for admission. If we receive a high school diploma only, or a diploma of questionable validity, we will ask the applicant to provide official high school transcripts and/or other documentation proving the authenticity of high school at graduation. If the requested documentation is not provided, admission will be denied.
- B. Official college/university transcripts (when applicable), and

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- C. ALEKS Math placement, Writing Placement Exam, ACT or SAT test scores. Test scores will be used to determine course placement in math, English composition, and program placement, and
- D. Successful completion of the established Idaho college admission core standards set by the Idaho State Board of Education (see [Idaho College Admission Core Standards](#)).
- E. All career and technical applicants must complete the CTE student intake process before being fully admitted to a technical program. NOTE: Though physical fitness is not a condition of enrollment, various technical programs require strenuous physical performance. Please consult with an advisor to determine whether a program is suitable for your capabilities and overall health.

2. Conditional Admission

- A. Career and technical applicants who do not meet all the requirements for regular admission may be admitted to the college on a conditional admission status. Students must successfully complete appropriate remedial, general and/or technical education coursework related to the program for which regular admission status is desired.
- B. Conditional admission will be granted to:
 - 1) 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, or
 - 2) Applicants with less than a 2.0 cumulative GPA or less than a 50/500 GED will be considered on an individual basis.
- C. If admitted with conditional standing, the student is subject to the institutional academic standing policies described in the conditional admission section under academic degree-seeking applicants.
- D. Career and technical students may be denied admission based on high school transcript grade point average, GED score or completion of the [Idaho College Admission Core Standards](#).

3. Transfer Students

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

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4. Full Admission

Applicants with at least 14 transferable semester credits are required to demonstrate the following:

- A. An overall 2.0 cumulative GPA from all college transcripts
- B. Applicants who do not meet the GPA requirement will be admitted on probational admission. Students are required to complete the first semester with a 2.0 cumulative GPA or be dismissed from the institution.
- C. NOTE: Transfer equivalencies will be done by the Office of Registrar and Records. Once a student is admitted, it can take up to two weeks for the office to complete the transfer equivalency report.

Non-Degree Seeking Students

1. Students who do not wish to apply as a degree-seeking student may apply as a non-degree seeking student:
 - A. Students are limited to enrolling in 11 credits or less each term, up to a maximum of 30 credits.
 - B. Students are not eligible for financial aid.
 - C. Idaho residents age 60 and over can take classes for a reduced fee.

If students are taking courses to fulfill requirements at another school, please check to see if the course you wish to take has a pre-requisite. If it does and that pre-requisite is completed at your current school, LCSC will need an unofficial transcript to allow you to register in the course.

Denied Admission

1. Students who have been denied admission have two options:
 - A. Apply as a non-degree seeking student, take up to 11 credits each term for a maximum of 30 credits, and then re-apply as a degree-seeking student, or
 - B. Petition to the Director of Admissions

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International Students

1. These admission standards do not apply to international students. Refer to Policy 5.303 f or international admission information.

New Student Orientation

1. All newly admitted degree-seeking students, including international students, must participate in New Student Orientation, regardless of major, campus location, or delivery method (e.g., on-line), as a condition of enrollment at Lewis-Clark State College. Orientation must be completed prior to the first day of classes. Students who do not meet this requirement will not be permitted to enroll as a degree-seeking student in a subsequent term.