

LCSC TRANSFER POLICIES AND PROCEDURES

PURPOSE

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

TRANSFER ADMISSION PROCEDURES

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

1. Submit the application for admission.
2. Have transcripts from all post-secondary institutions previously attended sent to the LCSC Admissions Office.
3. Applicants who have previously attended LCSC, attended another post-secondary institution, and are returning to LCSC should have official transcripts sent to the LCSC Admissions Office.
4. Applicants who have completed less than 14 semester (21 quarter) college level credits must submit a high school transcript. If they are under the age of 21 and applying as an academic student, they must submit ACT or SAT scores unless they are transferring college level math or English credits.
5. Career & Technical Education transfer applicants who are not transferring math or English composition courses must take a standardized achievement and aptitude test for admission purposes (ACT/SAT or ALEKS math test and Writing Placement Exam)

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

GENERAL POLICIES RELATED TO TRANSFER ADMISSION

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

MSA*	Middle States Association of Colleges and Schools, Commission on Higher Education
NWCCU*	Northwest Commission on Colleges and Universities
NCA*	North Central Association of Colleges and Schools, Higher Learning Commission
NEASC-CIHE*	New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
NEASC-CTCI*	New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions
SACS*	Southern Association of Colleges and School, Commission on Colleges
WASC-ACCJC*	Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
WASC-ACSCU*	Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

- b) All domestic college or university credit that is earned from a school or schools accredited by one of the following national faith-related accredited organizations that is recognized by the State Board of Education will normally be accepted:

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

- c) All credit earned outside of the United States that is earned from a post-secondary institution accredited or recognized in the country in which it operates.
- d) The credit is generally accepted for courses appropriate to the reporting institution's baccalaureate programs (AG)*.
- e) The credit is not associated with a developmental course, which is generally numbered 099 or below.
- f) The credit is not earned for English language training in countries in which English is not the first language.
- g) The credit is not earned for military training in a foreign country.
- h) The credit earned is/has a passing grade of D- or higher, S (satisfactory) or P (pass). (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-.)

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

2. Applicants must have official transcripts mailed or delivered electronically (through E-script, National Student Clearinghouse, ADDS, Parchment or Scrip-Safe) directly to the LCSC Admissions Office from the issuing institution(s). This includes applicants who have earned articulated college credit through technical competency credit, dual credit, or concurrent enrollment programs and have had those credits posted to a college transcript.
3. Applicants educated abroad who are unable to obtain official copies of non-U.S. transcripts will be allowed to submit certified copies of their original credentials by the school or government office for consideration by the admission staff. The original copies of the transcripts must be shown to the Director of International Programs once the applicant has arrived at LCSC so that the submitted certified copy can be compared to the original(s).
4. Applicants must have 14 transferable semester (21 quarter) credits, or the equivalent thereof, with a cumulative grade point average of 2.0 (on a 4.0 scale) to receive regular admission. International applicants who do not have a TOEFL score of 500 (paper test) or 173 (computer-based test) must have a minimum of 14 transferable semester (21 quarter) credits from an accredited U.S. post-secondary institution to receive regular admission. These credits must include the equivalent of ENGL 101 with a grade of "C" or better.
5. Applicants who do have 14 transferable semester credits (or the equivalent), but do not have a 2.0 grade point average (4.0 scale) will be reviewed on a case by case basis. Applicants *may* be denied admission, depending upon the cumulative credits, GPA, and length of time between attending their most recent institution and the semester in which they wish to enroll at LCSC. For applicants with multiple transcripts, the cumulative credits for each transcript will be combined as will the other data needed to calculate a combined GPA.
6. Applicants who have not received 14 transferable semester credits (or the equivalent) since graduating from high school or obtaining a GED will be reviewed for admission using Freshman admission standards.
7. Applicants who attend LCSC, then attend another post-secondary institution and return to LCSC are required to have official transcripts from the other college(s) sent directly to the LCSC Admissions Office. Applicants will be re-evaluated and may be regularly admitted, admitted on probationary status or denied admission.

8. The Admissions Office retains admission files for three (3) years after the date of your last attendance. If re-applying beyond these retention periods, students may be asked to furnish new application materials such as college transcripts.
9. Applicants who submit incomplete transcripts or who are missing transcripts in their file will not be evaluated for admission until all transcripts have been received.
10. Students attending Lewis-Clark State College on a tentative admission status (meaning the Admissions Office is waiting for additional information before granting a final admission decision) have until pre-registration for the next semester to get the information turned in. If not, a hold will be placed on their academic record and the student will not be allowed to register for the next semester. In addition, students will not receive Financial Aid until they are fully admitted.
11. Applicants are required to list all post-secondary institutions previously attended on the admission application. Official transcripts from each institution listed must be sent directly to the LCSC Admissions Office.
12. Transcripts must be sent from any post-secondary institution at which an applicant received federal financial aid.
13. Applicants may appeal to the Director of Admissions to be waived of the responsibility of having some or all transcripts submitted (e.g. if the school has closed or credits are unacceptable).
14. An international 3-year bachelor's degree is not equivalent to a United States 4-year bachelor degree. A person transferring an international 3-year bachelor's degree has not met the LCSC general education core requirements.
15. Lewis-Clark State College adheres to the Statewide General Education Policy, [Board Policy III.V.](#)

TRANSFER CREDIT EVALUATIONS

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.** Students may view their Transfer Equivalency Report on WarriorWeb (warriorweb.lcsc.edu). Credit is not accepted for courses evaluated as developmental. Transfer credits are not included in the computation of a student's grade point average at Lewis-Clark State College, but will be used to compute graduation honors.

The Registrar and Records Office evaluates transcript(s) to determine what, if any, equivalencies or substitutions exist between the credit being transferred to LCSC and the LCSC General Core requirements. This is done only after an applicant has been accepted for admission to the college. Courses not equated to LCSC's core will be accepted as electives. If an instructional division does not agree with the General Education Core evaluation, they may instruct the applicant to complete a petition. Transfer credits, which may apply toward an intended major, will be evaluated by the student's faculty advisor.

GENERAL PROCEDURE RELATED TO THE EVALUATION OF TRANSFER CREDIT

1. Transfer evaluations will be conducted according to the rules and regulations prescribed by the Idaho State Board of Education and the Faculty Senate of Lewis-Clark State College.
2. Official transfer credit evaluations will take place only after an applicant has been accepted for admission as a degree seeking applicant.
3. The transfer credit evaluation should be completed no more than three weeks after a student is admitted. The evaluation period may fluctuate depending on the Transfer Evaluator's workload.

4. Quarter credits will be converted to semester credits by multiplying the number of quarter credits by $\frac{2}{3}$ (.67). Traditional trimester credits (12-13 weeks, which is the length of most trimesters) will be converted to semester credits by multiplying the number of trimester credits by .83. Compressed trimester credits (9-10 weeks) will be converted to semester credits by multiplying the number of trimester credits by .67.
5. When credit conversions result in fractions of credits (e.g., 5 quarter credits results in 3.35 semester credits) and the credits are being used to satisfy a credit quantity equal to the next whole number, the applicant is not required to petition in order to have the transfer credit rounded up, however, the applicant must earn the total number of credits required for a degree using the actual number of credits transferred in. Furthermore, the applicant in this situation is not required to complete additional coursework to fulfill the remaining partial-credit requirement. For example, a 5 quarter credit natural science course transfers in as 3.35 semester credits. The applicant is not required to make up the remaining .65 credit. However, the applicant must still graduate with the required number of core credits and 128 credits for a bachelor degree.
6. When credit conversions result in the number of credits falling one full credit or more below the LCSC requirement for the course in question, the applicant must petition the Academic Dean to have the remaining credit(s) waived or must enroll in division-approved courses to satisfy the remaining credit or partial-credit requirement. The applicant must earn the total number of credits required for a degree using the actual number of credits transferred in. For example, a 4 quarter credit natural science course transfers in as 2.68 credits. To fulfill the 4 credit requirement the applicant would still need 1.32 credits. The applicant would either need to petition requesting the 1.32 credits be waived or take a division-approved course to satisfy the requirement.
7. 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. Normally 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. (View [Washington State Community College Transfer Policy](#) for AA/AS degrees.)

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](#). 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 may be found at the Registrar and Records Office or online at <http://www.lcsc.edu/registrar/forms-applications/>.

8. Students who transfer from an international accredited institution with an earned degree equivalent to a United States four-year Bachelor of Arts (BA) or Bachelor of Science (BS) degree will have met the LCSC lower and upper division General Education Core requirements.
9. Applicants who have transferred from an appropriately accredited post-secondary institution from the State of Idaho and whose transcripts are coded "Core Complete" will not be required to complete LCSC core, unless specific classes are needed as prerequisites for major or minor requirements.
10. Applicants who transfer to LCSC having earned a bachelor's degree from an accredited institution will not be required to complete LCSC core requirements unless 3 or more requirements are missing, or unless needed as a prerequisite. Their transcript evaluation will be coded "Core Complete." International post-baccalaureate applicants will be required to demonstrate English and communication proficiency.

11. Transfer courses for which a grade of F, U (unsatisfactory), NP (not passing) or any other non-passing symbol assigned are not considered transferable. Instructional divisions may require higher grades for courses to be used as prerequisites or content equivalencies.
12. Applicants who have earned AP, CLEP, or some other form of advanced placement credit must have original scores and/or documents sent to LCSC.
13. Applicants who wish to receive credit for military training must submit an official military transcript to the Registrar and Records Office via the Joint Service Transcript site: <https://jst.doded.mil/official.html>. An official evaluation will not be granted until the applicant has matriculated to Lewis-Clark State College and earned a minimum of 3 credits from LCSC.
14. Transcripts are legal documents, and as such once they are received they become the property of the college and cannot be copied, returned or forwarded.
15. Transfer equivalency reports are subject to change.

TRANSFER EQUIVALENCY GUIDE

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

More Information? For more information regarding transfer policies, email ncroubidoux@lsc.edu, or contact the Admission Office: 208-792-2210.

Review date: 1/2017 by Nikol Roubidoux, Registrar, Soo Lee Bruce-Smith, Director of Admissions and Carol Martin, Director of International Programs