

2023-2024

# GRADUATE STUDIES STUDENT HANDBOOK

Resource Guide



# Lewis-Clark State College Graduate Studies

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Lewis-Clark State College is accredited by the  
Northwest Commission on Colleges and Universities.  
8060 165<sup>th</sup> Avenue NE, Suite 100  
Redmond, WA 98052-3981

For additional accreditation information go  
to: [lsc.edu/academic-affairs/accreditation](http://lsc.edu/academic-affairs/accreditation).

## 2023-2024



## Other Student Handbooks

In addition to those outlined in this Graduate Studies Student Handbook, some departments or divisions have policies specific to their programs. These policies may be included in additional handbooks and are available on the department or division websites, such as the Nursing & Health Sciences Division, Teacher Education, and Social Work. The handbooks will contain information pertaining to a major/program or division requirements. Students should check with their instructional division or their advisor to determine if there is a specific handbook enforced in their major.

The Graduate Studies Student Handbook complements other LC State handbooks and policies. Policies and procedures related to student rights and responsibilities and the college's Student Code of Conduct are published in the general [Student Handbook](#).

These policies are subject to change at the discretion of Lewis-Clark State College (LC State). Any new or updated policies supersede previous policies. Updates can be found at [www.lcsc.edu](http://www.lcsc.edu). This handbook does not create a contract between students and the college.

## Lewis-Clark State College Administration

President	Cynthia Pemberton, Ed.D.
Provost/Vice President for Academic Affairs	Fredrick Chilson, Ph.D.
Senior Vice President/Vice President for Student Affairs	Andrew Hanson, Ph.D.
Vice President for Finance and Administration	Julie Crea, Ph.D.
Vice President for Institutional Research and Effectiveness	Grace Anderson, Ph.D.
Dean for Professional and Graduate Studies	Luther Maddy, Ph.D.
Dean for Liberal Arts and Sciences	Martin Gibbs, M.A.
Dean for Career and Technical Education	Jeffrey Ober, Ed.D.

## Summary of Procedures for Graduate Studies

Procedure	Under Direction of	Date
Application & Fee	Graduate Studies	No later than July 1 for fall semester; Nov 1 for spring/summer semester enrollment.
Selection of an Advisor	Division Chair	Varies by program
Selection of a Committee	Advisor	Varies by program
Preliminary Examinations (If required)	Division Chair or Advisor	Not required by some programs
Final Program of Study/Admission to Candidacy	Advisor, Division Chair, Dean of Graduate Studies	No later than the third week of the semester of intended date of graduation. Classified status required.
Comprehensive or Oral Examinations (If required)	Advisor or Division Chair	Varies by program
Application for Graduation	Graduate Studies	Graduate students must submit a graduation application to the Registrar's Office no later than Dec 1 for Spring/Summer term, and May 1 for fall term.



Dear LC State Graduate Student,

Welcome to LC State Graduate Studies.

This Graduate Studies Student Handbook is designed to be an important resource for your success in your graduate program. This handbook outlines your rights and responsibilities as a graduate student at LC State. This handbook also explains many important policies and procedures that pertain to Graduate Studies. If this document has been updated since you received it, you can find the most current version on the Graduate Studies webpage.

Please refer to this handbook when you have questions, but feel free to contact my office at any time as well. Everyone at LC State is here to do everything we can to help you successfully complete your graduate program.

Luther Maddy Ph.D.

A handwritten signature in black ink that reads "Luther M. Maddy III". The signature is written in a cursive style with a large initial "L" and "M".

Dean, Professional and Graduate Studies

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# Graduate Studies Vision & Mission Statement

## *Vision Statement*

- Idaho's college of choice for an educational experience that changes lives and inspires a commitment to lifelong learning and civic engagement.

## *Mission Statement*

- Lewis-Clark State College prepares students to become successful leaders, engaged citizens, and lifelong learners.

## **Graduate Studies Program Objectives and Outcomes**

- Student will be able to demonstrate understanding of quantitative/qualitative analysis, decision-making, teamwork, leadership, scientific method, information literacy, statistical analysis and problem solving.
- Student will be able to understand and apply scholarship methods and the ability to conduct independent and innovative research (and/or apply an interdisciplinary approach).
- Student will demonstrate communication skills in a variety of formats (oral, written) and to expert and non-expert audiences.
- Student will be able to apply ethical standards of professional conduct in content field.

## **Graduate Studies Overview**

The Dean of Professional and Graduate Studies is the academic administrator responsible for graduate education. The Faculty Senate is a forum through which the graduate studies' faculty guide graduate programming governance and oversight.

Each instructional graduate program and its faculty are located in one or more (for interdisciplinary programs) divisions, reporting through Division Chairs and Dean of Graduate Studies to the Provost/Vice President for Academic Affairs. Two schools have graduate programs within their purview: Liberal Arts and Sciences, and Professional Studies. The Dean of Graduate Studies coordinates with these deans on academic issues affecting graduate students in their schools.

The Graduate Studies Council (GC) works as an oversight and review entity and ensures consistency and quality across all graduate programs. It reviews and approves curriculum matters at the graduate level, before sending these matters through the Curriculum Review Committee (CC), then to the Faculty Senate. The GC also considers and recommends action(s) to the Dean of Graduate Studies regarding academic and Admissions policies and procedures affecting graduate programs and graduate students. Matters may be brought to the GC by the Faculty Senate, the CC, a member of the Graduate Studies Council, a graduate student, a dean, or any faculty member in any of the graduate programs.

The Graduate Studies Council is chaired by the Dean of Graduate Studies. Its membership includes the Provost/Vice President for Academic Affairs, and faculty representatives from all divisions with graduate programs. It is responsible for reviewing proposals for graduate programs, curricula, and courses, prior to action by the college Curriculum Review Committee



and Faculty Senate, and also for initiating or reviewing academic policy changes affecting graduate programs or students.

The minimum academic rank for faculty teaching graduate-level coursework is Assistant Professor, combined with a terminal degree (doctorate in most disciplines). Adjunct faculty may be assigned graduate level coursework if they meet the terminal degree and content expertise requirements. Individual instructional division standards identify the credentials required to be hired as a faculty member within an academic program. Those divisions with graduate programs will consider graduate level assignments during the search process for faculty positions. Graduate level responsibilities are detailed in the faculty member's annual job description.

## Graduate Studies Admissions

Lewis-Clark State College invites applications for admission to Graduate Studies from students holding baccalaureate degrees from any regionally accredited college or university in the United States, or with equivalent preparation acquired in another country. Prospective students may apply as degree-seeking or non-degree-seeking. Non-degree-seeking students include those seeking certification, professional growth, or strengthened backgrounds for various professional and industrial occupations. Generally, graduate degrees are designed for students who have an undergraduate degree in a closely related field to the graduate content area. A graduate student who does not hold a degree in a content area may qualify for an advanced degree in one of the graduate degree/certificate categories by addressing foundational courses in content area subjects, either concurrently with the graduate program or before being admitted to graduate standing, depending on the number of foundational credits needed.

Admission to the graduate program is determined by the Instructional Division Chair and the Dean of Graduate Studies. Upon completion of review, the Dean of Graduate Studies will then issue a decision letter to the student, with copies forwarded to the Admission's and Registrar's offices.

Students may be admitted with Classified with Performance Requirements (w/PR) status in their final undergraduate year and may be fully admitted once their bachelor degree is posted.

Degree-seeking students must meet the following requirements:

1. A baccalaureate degree from a college or university regionally accredited in the United States or its equivalent from a school in another country.
2. The minimum graduate level standards are: 3.0 grade point average from the last 60 credits of undergraduate work.
3. In some instances, a standardized test may be required. Some programs require additional information (e.g., letters of recommendation); please reference the specific instructional division's website for additional requirements.
4. Upon receipt of the required admission materials, the division offering the desired graduate program will recommend an admission status to the Dean of Graduate Studies with either classified or classified (w/PR) status.
5. Approval for admission by the Dean of Graduate Studies.

Applicants who are accepted into a graduate program may be assigned a status of either classified or classified (w/PR).

### ***Classified Status***

1. Graduates of regionally accredited institutions who have earned an overall 3.0 combined cumulative GPA or higher (on a 4.0 scale) from the last 60 credits taken at the undergraduate level may be admitted with Classified Status.
2. Applicants seeking Classified Status must submit a Graduate Application, an application fee (the current rate is published on the Admissions website), and official transcripts from all colleges and universities previously attended.
3. International applicants must have earned a bachelor's degree from a regionally accredited U.S. institution or equivalent degree from an international college/university. International applicants must demonstrate English proficiency. English proficiency and other requirements unique to international students are published on the [International Programs](#) web page.
4. Applicants who do not meet the admission requirements to Graduate Studies may petition to the Dean of Graduate Studies to be considered for admission.
  - a. Admissions petitions will be reviewed by the Dean of Graduate Studies and other college personnel at the discretion of the Dean of Graduate Studies to determine the applicant's admission status.
  - b. If admitted, the student will be Classified *with Performance Requirements (PR) Status* [hereinafter referred to as Classified (w/PR) Status]. (see page 3 for definition)
5. Applicants who were not in good standing at a prior institution due to disciplinary actions may be asked to submit additional information about the disciplinary issue prior to receiving an admission decision.

### ***Classified (w/PR) Status***

1. The Dean of Graduate Studies and/or the division offering the student's intended graduate program may recommend admission for graduate students in a degree program with Classified (w/PR) Status.
2. Classified (w/PR) Status is a transitional status and is not a valid status for a student to graduate. In order to graduate, a student must have Classified Status.

## **Change in Status**

1. The following criteria must be met by the student before Classified (w/PR) Status can be changed to Classified Status:
  - a. The student must be in good academic standing in their graduate studies at the end of each semester.
  - b. The student must submit any missing official documents (e.g., final undergraduate transcripts) indicating eligibility for Classified Status.
2. Upon completion of the above criteria, a student may petition the Dean of Graduate Studies to be changed to Classified Status.

## **Procedures/Processes Related to Graduate Admission**

1. Retention of Admission Records
  - a. If a student has submitted admission documents but not an application, the documents will be kept digitally for five years.
  - b. If a student submits an application after the five-year timeframe, the student will be required to re-submit documents (e.g., transcripts).

### **2. Official Transcripts**

Official transcripts must arrive in a sealed envelope or in official electronic format directly from the issuing institution. Official transcripts must include full name, institution, grade points, credits, and grade point average. They must be marked official. Photocopies of transcripts are not considered official.

### **3. Application Deadlines**

Admission applications will be accepted and admission decisions will be made throughout the year on a rolling basis. The last date on which an application to Graduate Studies at LC State will be accepted is March 1 summer semester, July 1 fall semester, and November 1 for spring semester.

## **Notification of Admission**

First, applicants will receive a notification letter from the Admissions Office regarding the completion of application materials to Graduate Studies at LC State. Then the student's application will be reviewed by the chair of the instructional division that holds the graduate program. Upon receiving a recommendation to admit the student into the program from the chair, the Dean of Graduate Studies notifies the student by letter of their acceptance, with copies forwarded to the Instructional Division Chair, Admissions, and Registrar.

Admission to a graduate program allows a student to enroll in graduate courses in the specified division. It does not imply admission to courses in other departments. Only those admitted as degree-seeking students with classified status may assume that they are permitted to seek an advanced degree or certificate in the discipline or department that approved the admission. Non-degree-seeking students who are admitted may be permitted to take graduate courses, but this admission does not imply they will later be approved for admission as a degree-seeking student.

## **Re-Admission or Re-Enrollment of Graduate Students**

Graduate students who have been admitted may enroll in graduate or undergraduate classes during registration without further application activity if they enroll within a year from the beginning of the term for which they were accepted. A graduate student who wishes to change the start date of their graduate program must make an official request to do so to the Dean of Graduate Studies. If the graduate student fails to do so, they may need to reapply for admission.

Graduate students who desire a break from studies can request a leave of absence. This request must be made with the Dean of Graduate Studies using the [Leave of Absence Request Form](#) which also notifies the Division Chair, and Registrar. The maximum duration of the Leave of Absence is no more than one calendar year, and no application for re-admission will be required.

## **Residency for Tuition and Fee Purposes**

Students attending LC State from out of state for the purpose of continuing their education will not be able to declare Idaho residency for the entire time they are enrolled as a full-time student. Establishment of Idaho residency is subject to strict rules established by the State Board of Education. Refer to the LC State Registrar's webpage for residency determination, [www.lcsc.edu/registrar/student-information/residency](http://www.lcsc.edu/registrar/student-information/residency).

## **Registration**

All applicants who have received notice of admission into a graduate program may register during the appropriate registration periods or during the regular registration times prior to each semester.

## **Graduate Program Advisor**

Each incoming graduate student will be assigned a graduate advisor by the program's instructional division. This advisor will be responsible for assisting the student in designing a program of study.

## **Academic Loads**

The typical graduate student enrolls for nine (9) credit hours per semester, which defines full time for students in graduate programs. Twelve (12) credit hours per semester is considered to be the normal maximum graduate load. Higher loads must be approved by the Dean of Graduate Studies and may be permitted if the student is taking a combination of courses at the graduate and undergraduate level.

## **Courses and Credits Applicable to Graduate Programs**

All courses taken during a student's graduate career will be calculated in the Graduate level GPA. Grades earned in these courses are included in the Graduate level GPA, whether or not they apply to the student's graduate program degree requirements. Before enrolling in any courses outside of the graduate program a student should consult Financial Aid. Audited courses show on the transcript with a letter grade AU and are not included in the GPA calculation or considered for financial aid eligibility.

### ***Graduate Courses taken at LC State as an Undergraduate Student***

For students who have applied to Graduate Studies at LC State, graduate level courses (500 level) taken prior to completion of a bachelor's degree may be applied toward any graduate program requirements with the approval of the Division Chair and concurrence of the Dean of Graduate Studies. A grade of "B" or better is required in each course to meet the requirements.

### ***Courses taken at other institutions***

Up to nine credits taken at other graduate programs may be applied to LC State graduate degrees or certificates, depending on the graduate program and subject to the following requirements:

1. The course must be acceptable for graduate credit at the school where it was taken.
2. The course must be applicable to the student's graduate program at LC State as determined by the Division Chair and Dean of Graduate Studies.
3. A "B" grade or better must have been earned. No transfer "C" or lower grades will be accepted for graduate credit.

## **In Progress Grading**

LC State requires instructors to submit one grade for all of a student's work at the end of an In Progress sequences. Examples would include practicum, internships, and thesis type courses.

If a student must drop out before completion of the full sequences, because of extenuating circumstances, the instructor may submit a grade for the term(s) completed to the Office of the Registrar. Division Chairs offering sequence courses or participating in sequence courses should inform instructors that the course work should be so organized and performance records maintained in such a way that a letter grade can be reported if the student does not complete the sequence.

## **Incompletes**

The grade of "I" (incomplete) 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 (at least 80% of coursework completed) toward completion of coursework. For all "I" grades, the date of completion may be no later than one subsequent semester, and extensions are not allowed. The exact date of completion will be specified by the instructor. On that date, the incomplete will expire to "F" if no other grade is assigned by the instructor. If the incomplete is received during a Spring or Fall session, the student has one full semester following that session in which to complete the course (summer sessions do not count as a full semester).

Students who earn an incomplete in their final semester before graduating have six weeks to complete their coursework and receive a final letter grade.

## **Withdrawal, Auditing Classes**

Graduate students withdrawing from a class or changing a class to an audit must secure the signature of their advisor prior to submitting the "add/drop form" to the Registrar.

## ***Total Withdrawal from College***

Students requesting a total withdrawal from graduate studies at Lewis-Clark State College must submit the appropriate form available on the Warrior Web.

## **Application for Degree**

Graduate students must submit a graduation application to the Registrar's Office no later than Dec 1 or Spring/Summer term, and May 1 for fall term. The graduation application indicates the student's intent to graduate in a given semester. If degree requirements are not met during the semester indicated on the application, a new graduation application is required. Failure to submit the graduation application by the specified date may result in not receiving commencement information and/or not being included in the commencement program.

## **Petition Procedure**

Procedures for petitioning for a variance from certain policies such as LC State Policy 5.207 are set forth in the relevant sections of this document when such variances are permitted in unusual or exceptional circumstances. Petitions involving such matters as grade changes should be submitted to the Dean of Graduate Studies. Copies of all petitions are kept in the student's electronic files.

Petitions concerning probation or suspension decisions will require a formal [petition form](#). The petition will be routed first to the Division Chair of the student's graduate program. Before rendering a recommendation, the Division Chair will confer with the student's Graduate Advisor. After receiving the advisor's recommendations, the petition will be presented to the [Graduate Studies Council](#) for a recommendation. The final decision will rest with the Dean of Graduate Studies.

If the student disagrees with the decision of the Dean of Graduate Studies, the student may file an appeal with the college Provost/Vice President for Academic Affairs by delivering a written request to the Office of the Provost/Vice President for Academic Affairs within seven (7) business days after the date on which he/she is served with a copy of the Dean's (or designee's) decision. Upon receipt of the written request, the Dean of Graduate Studies will notify the Provost/Vice President for Academic Affairs Office within two (2) business days. If the student does not deliver a timely written request for a hearing, the Dean of Graduate Studies determination shall become final, and the student shall have no further right to an appeal.

## **Academic Probation**

Continued enrollment in LC State Graduate Studies requires the maintenance of a 3.00 term GPA for all courses taken as a graduate student. A student on academic probation must achieve a term GPA of at least 3.00. The student will remain on probation until the GPA equals or exceeds 3.00. The student may not exceed the maximum of two consecutive terms of probation and will be suspended if this limit is surpassed.

Any graduate student whose GPA falls below 3.0 for a term, will have a hold placed on their account for academic probation. For the hold to be removed, the student's division must communicate to the Dean of Graduate Studies in writing its wish to allow the student to continue in the graduate program. Please note that some programs vary in their restrictions with regard to this policy; contact the Division Chair for specific details.

When a student is placed on academic probation, they will receive notification from the Registrar & Records Office. They will also receive a notification letter from the Dean of Graduate Studies that will explain the reasons for probation and steps the student can take to have probation lifted. The Dean of Graduate Studies will also notify the Division Chair of the student's probationary status.

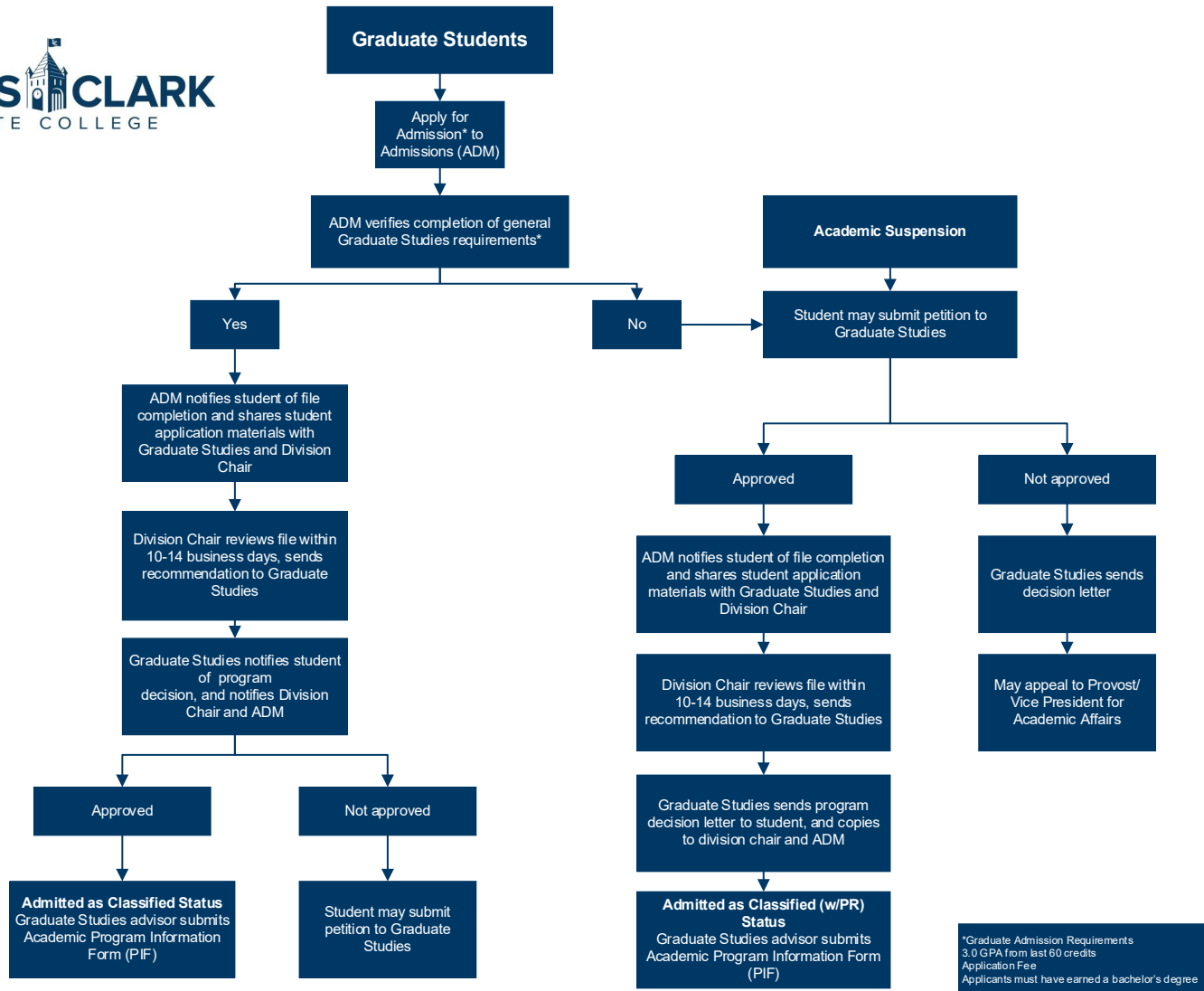
## **Academic Suspension**

Any student on academic probation, whose term GPA is less than 3.0 ("B") will be suspended. When a student is suspended, they will receive notification from the Registrar & Records Office and a letter from the Dean of Graduate Studies. The Dean of Graduate Studies will also notify the Division Chair of the student's academic status.



Reconsideration for graduate admission may be requested after one or more semesters by reapplying for admission through the petition process

# Graduate Studies Program Flow Chart



\*Graduate Admission Requirements  
3.0 GPA from last 60 credits  
Application Fee  
Applicants must have earned a bachelor's degree.

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