

SECTION: 5. Student Policies

SUBJECT: Domestic Admission Standards

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**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:** Early College Programs, International Programs, Registrar & Records

**Date of approval by LCSC authority:** November 29, 2017

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 6/2019

**Summary of Major Changes incorporated in this revision to the policy:** New revisions include information about dual credit students and official transcripts.

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## Academic Degree-Seeking Applicants

### Freshman Students

**Regular Admission** (under 21 years of age)

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

1. Proof of high school graduation from an accredited high school\* with a minimum 2.0 cumulative GPA, and
2. A minimum ACT composite of 17 or SAT combined score (evidence-based reading and writing and math) of 780, and
3. Official college/university transcripts (when applicable), and
4. Successful completion of the [Idaho admission standards core](#) set by the Idaho State Board of Education.

**Direct Admission:** Students attending an Idaho public school may be notified of their admission to an Idaho public college or university through the State Board's Direct Admission program.

Admission awarded through the program is contingent upon verified level of achievement in high school curriculum and performance on a college entrance exam, and successful completion of state high school graduation requirements. Students will be required to submit an application and proof

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of test scores and high school GPA if the information is not provided on the Apply Idaho download.  
A final high school transcript is required for full admission.

**Regular Admission** (21 years and over)

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

1. Proof of high school graduation from an accredited high school\* with a minimum 2.0 cumulative GPA, and
2. Official college/university transcripts (when applicable), and
3. Successful completion of the [Idaho admission standards core](#) set by the Idaho State Board of Education (applicants who graduated from high school prior to 1989 will be subject to the admission standards at the time of their graduation).

Applicants who are at least 21 years of age are not required to submit test scores for admission. However, it is recommended to take the ALEKS math placement test and Writing Placement Exam for course registration purposes.

\*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.

**Provisional Admission**

*If an applicant does not qualify for regular admission, he/she may be considered for provisional admission by meeting one of the following criteria:*

1. Proof of high school graduation with less than a 2.0 cumulative GPA or completion of a GED with a standard score of 600 (500 on 2002-2013 test or 50 prior to 2002 test), or
2. A minimum ACT composite of 14 or SAT combined score (evidence-based reading and writing and math) of 620, or
3. Did not successfully complete the [Idaho admission standards core](#), or
4. Deserves special consideration by the institution, e.g., disadvantaged or minority students, delayed entry students, returning veterans, or talented students wishing to enter college early.

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A student seeking provisional admission must take at least two testing indicators that will allow the institution to assess competency and placement, one of which must be the ACT or SAT. ACT or SAT scores must be submitted prior to enrollment.

If provisionally admitted, the student is subject to the institutional academic standing policies, excepting that the student with provisional standing may change to regular admission status upon satisfactory completion of 14 baccalaureate-level credits (12 credits of which must be in general education courses at LCSC) while maintaining a 2.0 GPA. Regular admission status must be attained within three registration periods (summer sessions are excluded) 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.

**Home School or Non-Accredited High School Graduates**

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

1. Transcript:
  - a. Home school transcript or a description of educational background including subjects studied and date of graduation with a minimum 2.0 cumulative GPA; or
  - b. Non-accredited high school transcript with a minimum 2.0 cumulative GPA; or
  - c. GED test results with a standard score of 600 (500 on 2002-2013 test or 50 prior to 2002 test).
2. 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 college/university transcripts (when applicable)
5. Academic applicants: Official ACT (composite at least 14) or SAT (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, it is recommended to take the ALEKS math placement test and Writing Placement Exam for course registration purposes.
6. Career and Technical applicants: See provisional admission under Career and Technical Degree-Seeking Students section.

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**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.

**Regular Admission**

*Applicants with at least 14 transferable semester credits and either graduated from high school or earned a GED 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 may petition to the director to be considered for admission. If admitted, the student will be placed on probational admission. Students are required to complete the first semester with a 2.0 cumulative GPA or be dismissed from the institution.

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.

**Career and Technical Education Degree-Seeking Students**

**Freshman Students**

**Regular Admission**

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

1. Proof of high school graduation from an accredited high school\* with a minimum 2.0 cumulative GPA, and
2. Official college/university transcripts (when applicable), and
3. 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
4. Successful completion of the [Idaho admission standards core](#) set by the Idaho State Board of Education.

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\*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.

### **Provisional Admission**

Career and technical applicants who do not meet all the requirements for regular admission may be admitted to the college on a provisional admission status. This includes students who graduated from a non-accredited secondary school or home school. Students must successfully complete appropriate remedial, general and/or technical education coursework related to the program for which regular admission status is desired.

If admitted with provisional standing, the student is subject to the institutional academic standing policies described in the provisional admission section under academic degree-seeking applicants.

Career and technical students may be denied admission based on high school transcript grade point average, GED score or completion of the [Idaho admission standards core](#) .

### **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.

### **Regular Admission**

*Applicants with at least 14 transferable semester credits and either graduated from high school or earned a GED are required to demonstrate the following:*

1. An overall 2.0 cumulative GPA from all college transcripts.
2. The ALEKS math placement test and Writing Placement Exam are required if the applicant has not taken math and/or English courses at a previous institution.
3. Applicants who do not meet the GPA requirement may petition to the director to be considered for admission. If admitted, the student will be placed 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.

**Pre-CTE Program Advising**

All career and technical (CTE) applicants must complete the CTE student intake process before being fully admitted to a technical program. During the intake process, students will learn about specific program requirements, placement into English and math courses, tools/supplies needed, and sign up for an advising session. 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.

**Career and Technical Placement Criteria**

Specific program requirements for the Business Technology and Service Division can be found at [www.lcsc.edu/bts](http://www.lcsc.edu/bts). Technical and Industrial Division program requirements can be found at [www.lcsc.edu/ti](http://www.lcsc.edu/ti).

**Returning Students**

All students who are returning to LCSC must submit a re-admission application. Upon re-application, the student's residency status will be re-evaluated.

- Students who were eligible to continue at LCSC at the time of departure and have not attended another institution since leaving LCSC will be readmitted with the same admission status they had when they left.
- Students who were eligible to continue at LCSC at the time of departure and have attended another institution since leaving LCSC will have their admission file re-evaluated when all transfer transcripts have been received.
- If an academic or career and technical applicant is admitted with provisional standing, the student is subject to the institutional academic standing policies. For more information, please see provisional admission under the academic degree-seeking or career and technical degree-seeking sections.
- If a student attended another institution after attending LCSC, is now returning and admitted with probational standing, the student is subject to the institutional academic standing policies.

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- If the student left LCSC with a status of suspension, the student must complete a reinstatement after suspension form. The form is available on the Registrar and Records website at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar).
- Non-degree seeking applicants who left in good standing and wish to return to LCSC as a non-degree seeking student must update their permanent record by submitting a [non-degree seeking application](#) online. Non-degree seeking students who were suspended from LCSC must fill out a reinstatement after suspension form. The form is available at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar).
- Non-degree seeking applicants who would like to return to LCSC as degree-seeking students must complete the admission requirements as prescribed in the academic degree-seeking or career and technical degree-seeking sections.

**Non-Degree Seeking Students**

Students who do not wish to apply as a degree-seeking student may apply as a non-degree seeking student.

1. Students may register for no more than 11 credits each term and may complete a maximum of 30 credits.
2. Students are not eligible for financial aid or veteran benefits.
3. Idaho residents age 60 or older can take classes for a reduced fee (refer to Policy 3.130).

If the desired course requires a pre-requisite, LCSC will need an unofficial transcript verifying the pre-requisite has been met before course registration will be allowed.

High school students who wish to enroll as a non-degree seeking student must work directly with the Early College Programs Office.

**Dual Credit Students (high school students taking college coursework)**

High school students taking college courses are required to meet the freshman admission standards described above and are considered as freshmen when entering their first semester at LCSC.

Students who earn an associate's degree from their dual credit institution are required to submit an official high school transcript (graduation date must be listed) and an official transcript from the college/university.

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### **Tentative Admission**

Students who are tentatively admitted have until pre-registration for the next semester to submit the required information. If the additional documents are not submitted by the designated deadline, a hold will be placed on their academic record and registration will not be allowed for the next semester. In addition, students will not receive financial aid until they are fully admitted.

### **Denied Admission**

Admission to the institution may be denied based on one or more of the following criteria:

- Official ACT composite score below 14
- Official SAT (evidence-based reading and writing and math) below 620
- GED standard score below 600 on 2014 test, below 500 on 2002-2013 test or below 50 on GED test prior to 2002
- Cumulative high school GPA below 1.8
- Cumulative transfer GPA (from all institutions attended) below 1.8

Students who are denied admission have two options:

1. Petition to the Director of Admissions explaining any unusual or extraordinary circumstances that prevented you from meeting LCSC's admission standards, or
2. Apply as a non-degree seeking student, take up to 11 credits each term for a maximum of 30 credits. After six college-level credits have been completed with a 2.0 cumulative GPA, the student can petition to the Director of Admissions to be considered as a degree-seeking student.

### **Retention of Admission Records**

If a student has submitted admission documents but never submitted an application, the paperwork will be kept digitally for five years. If a student submits an application during the five year timeframe, the student may be required to re-submit the additional documents (e.g., transcripts and/or test scores).

### **International Students**

These admission standards do not apply to international students. Visit <http://catalog.lcsc.edu/student-affairs/international-programs> for more information.



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### **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 and include a key. Photocopies of transcripts are not considered official.

### **New Student Orientation**

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., online), 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 may not be permitted to enroll as a degree-seeking student in a subsequent term.