

# ADMISSIONS OFFICE

---

## Contact Information

**Director:** Soo Lee Bruce-Smith, MS  
**E-mail:** [admissions@lcsc.edu](mailto:admissions@lcsc.edu)  
**Office:** RCH 102, RCH 114  
**Phone:** 208-792-2210, 208-792-2378  
**FAX:** 208-792-2876  
**Web:** <http://www.lcsc.edu/admissions/>

The Admissions Office coordinates all processes involved with admission to the college. It provides a variety of services including application processing, evaluating and admitting students, and communication management. The office also engages in the recruitment of all domestic traditional, transfer, and adult students by developing marketing materials, coordinating campus visitation programs, telecounseling, and participating in various outreach activities. The office also coordinates the New Student Orientation program.

## Applying for Admission

Students may apply to Lewis-Clark State College by filling out an online or paper application from the Admissions website: [www.lcsc.edu/admissions](http://www.lcsc.edu/admissions) (<http://www.lcsc.edu/admissions/>).

**Application Deadlines:** Fall semester: August 8; Spring semester: January 8.

LC State provides opportunities for post-secondary school education and training to all qualified applicants in a variety of degree and non-degree programs. When applying for admission, applicants generally fall into one of the following admission categories: Academic Degree-Seeking, Career Technical Education Degree-Seeking, Returning, Non-Degree-Seeking, Dual Credit, Graduate, International, and Bridge Pathway. When admission documents have been received, the applicant's file will be reviewed based on the admission standards of one of these categories.

When applying for admission, students are required to complete the residency section on the application. Based on the information provided, a residency status (either Idaho resident, Asotin County, or non-resident) is determined. Students who disagree with the residency status can appeal by completing the Idaho Residency Determination Worksheet form, which is available from the Registrar & Records Office or online at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar) (<http://www.lcsc.edu/registrar/>).

## Transfer Student Additional Information

### EVALUATION OF TRANSFER CREDITS

*For complete transfer policies and processes, visit <http://www.lcsc.edu/admissions> (<http://www.lcsc.edu/admissions/>).*

**Transfer credit evaluation may take up to 14 business days after the student is admitted.**

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 State Board of Education (SBOE) will normally be accepted. Credit for courses graded with all passing letter grades including P (passing), S (satisfactory), 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 LC State does not have a grade of D-). Transfer credit is not limited to those courses that precisely parallel courses offered at LC State. Credit is usually granted for all courses which reasonably correspond to one of the various programs offered by the college. Staff in the Registrar & Records Office and Admissions Office evaluates applicant transcripts to determine which courses transfer 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 and should visit with their advisor as soon as possible to begin the evaluation process. Also, students may view their Transfer Equivalency Report on WarriorWeb: [warriorweb.lcsc.edu](http://warriorweb.lcsc.edu) (<http://warriorweb.lcsc.edu>). Credit is not accepted for courses evaluated as developmental. Transfer credits are not included in the calculation of a student's GPA at Lewis-Clark State College, but will be used to calculate graduation honors. Please visit [www.lcsc.edu/admissions](http://www.lcsc.edu/admissions) (<http://www.lcsc.edu/admissions/>) 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, become the property of the college and cannot be copied, returned or forwarded. Transfer equivalency reports are subject to change.

## Idaho College Admission Core Standards (for graduating high school seniors)

### Secondary Language Arts and Communication

Eight credits minimum requirement. Required for both Academic and Career Technical Education programs.

Composition, Literature, Oral Communication

## Mathematics

Six credits minimum requirement, including Integrated Mathematics, Applied Math, Business Math, Algebra, Geometry, Trigonometry, Fundamentals of Calculus, Probability and Statistics, Discrete Mathematics, and courses in Mathematical Problem Solving and Quantitative Reasoning. Eight credits strongly recommended. Career Technical Education students must complete four credits with six credits recommended. Four of the required mathematics credits must be taken after 9th grade.

Courses not identified by traditional titles (i.e. Algebra I or Geometry) may be used as long as they contain all of the critical components of higher math functions prescribed by the State Mathematics Content Standards.

Institutions may recognize other Mathematics courses as meeting this requirement if those courses are taken in compliance with the Idaho state minimum graduation requirements.

## Social Studies

Five credits minimum requirement. Not required for Career Technical Education students.

American Government (state and local), Geography, U.S. History, and World History. Other courses may be selected from Economics, including Consumer Economics, if it aligns to the state content standards, Psychology, and Sociology.

## Science

Six credits minimum requirement. Career Technical Education students must complete four credits with six credits recommended. Secondary sciences include instruction in Applied Sciences, Earth and Space Sciences, Physical Sciences, and Life Sciences. A maximum of two credits may be derived from career technical science courses when courses are aligned to state career technical content standards, and/or Applied Biology, and/or Applied Chemistry. (Maximum of two credits).

Institutions may recognize other science courses as meeting this requirement if those courses are taken in compliance with the Idaho state minimum graduation requirements.

Must have laboratory science experience in at least two credits.

A laboratory science course is defined as one in which at least one class period per week is devoted to providing students with the opportunity to manipulate equipment, materials, or specimens; to develop skills in observation and analysis; and to discover, demonstrate, illustrate, or test scientific principles or concepts.

## Arts and Humanities (including world languages)

Two credits minimum requirement. Not required for Career Technical Education students.

Visual Arts, Music, Theatre, Dance, or World Language aligned to the Idaho content standards for those subjects. Other courses such as Literature, History, Philosophy, Architecture, or Comparative World Religions may satisfy the humanities standards if the course is aligned to the Interdisciplinary Humanities Content Standards. History courses beyond those required for state high school graduation may be counted toward this category.

World Language is strongly recommended. The Native American Languages may meet the world language credit requirement.

## Other College Preparation

Three credits minimum requirements.

Speech or debate (no more than one credit). Debate must be taught by a certified teacher.

Studio/Performing Arts (art, dance, drama, and music).

Foreign Language (beyond any foreign language credit applied in the Humanities/Foreign Language category).

Secondary Career Technical courses (no more than two credits) in Agricultural Science and Technology, Business Technology Education, Computer Science Technology, Engineering, Family and Consumer Sciences, Marketing Technology Education, Technology Education, and individualized occupational training.

Career Technical Students: Career technical courses, including postsecondary credits earned pursuant to Board Policy III.Y. Advanced Opportunities are organized work-based learning experiences connected to the school-based curriculum, are strongly recommended. High School Work Release time not connected to the school-based curriculum will not be considered.

High school credit counted in one category (e.g. Humanities/World Languages) may not count in another category.

## Outreach Activities

Students are recruited from high schools and community colleges in Idaho, Oregon, Washington, Montana, Nevada, Alaska and Hawaii. Staff members also represent the college at a variety of community-based events and regional businesses.

## Campus Visitations

The Admissions Office coordinates campus visitations for prospective students. A visitation may include a campus tour, meeting with a faculty advisor, attending a class, staying overnight in the residence halls, participating in campus events, and meeting with an enrollment specialist. Special visitations are also available for larger groups of students with common interests or objectives. Students are encouraged to schedule a visitation at least one week in advance and during the academic school year.

## Warrior Discovery Day

High school juniors and seniors can personally experience LC State by participating in our preview event, Warrior Discovery Day. This program allows students to experience life on campus by meeting current students and faculty advisors and checking out campus activities available to them. Discovery Day includes large group activities, an information session for parents, lunch, and a tour of campus and residence halls.

## New Student Orientation

New Student Orientation is a required program for all new degree-seeking students. The activities are designed to help students understand class attendance policies, federal financial aid, and federal consumer information disclosures.

## Academic Degree-Seeking Applicants

### Freshman - 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<sup>1</sup> with a minimum 2.0 cumulative GPA, and
2. Official college/university transcripts (when applicable), and
3. Successful completion of the Admissions Standards Core Courses (see catalog overview page) 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).

**Direct Admission:** Students attending an Idaho public school, or Idaho private school that has entered a Direct Admission participation agreement with the Board, 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 on the verified level of achievement in high school curriculum and successful completion of Idaho high school graduation requirements. Students will be required to submit proof of high school GPA if the information is not provided through Apply Idaho. A final high school transcript is required for full admission.

<sup>1</sup> LC State requires applicants to provide official documentation in the form of a high school transcript in order to be evaluated for admission. If the college receives a high school diploma only, or a diploma of questionable validity, the applicant will be instructed to provide official high school transcripts, and/or other documentation proving the authenticity of high school graduation. If the requested documentation is not provided, admission will be denied.

### Provisional Admission

*If an applicant does not qualify for regular admission, they may be considered for provisional admission by satisfying one of the following criteria:*

1. Proof of high school graduation with less than a 2.0 cumulative GPA, or
2. Graduated from a secondary school accredited by a body recognized by the Board but has not completed the Admissions Standards Core Courses, or
3. Did not graduate from a secondary school accredited by a body recognized by the Board, including home schooled students, and has acceptable performance on either the General Education Development (GED) test (standardized score of 600, 500 on 2002-2013 test, or 50 prior to 2002 test), or another standardized diagnostic test accepted by the institution, or
4. Deserves consideration by the institution because of a special status (e.g., disadvantaged or minority students, delayed entry students, returning veterans, or talented students wishing to enter college early).

A student seeking provisional admission must take at least one (1) assessment indicator that will allow the institution to assess competency and placement.

If provisionally admitted, the student will enroll with provisional standing and is subject to the institutional grade retention. A provisionally admitted student may change to regular admission status upon satisfactory completion of 14 baccalaureate-level credits, 12 credits of which must be general education courses 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 per semester 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:
  - Home school transcript or a description of educational background including subjects studied and date of graduation with a minimum 2.0 cumulative GPA; or
  - Non-accredited high school transcript with a minimum 2.0 cumulative GPA; or
  - 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.
3. Official college/university transcripts (when applicable).
4. Career Technical applicants: See provisional admission under Career Technical Degree-Seeking Students section.

It is recommended that academic applicants take the ACT/SAT or ALEKS math placement test and Writing Placement Exam for English/math placement.

### **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 of Admissions 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 may be dismissed from the institution.

NOTE: Transfer equivalencies will be evaluated by the Office of Registrar and Records. The Admissions Office checks the National Student Clearinghouse to ensure all previously attended colleges/universities are listed in the applicant's admission file.

## **Career Technical Education (CTE) Degree-Seeking Students**

### **Freshman - 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<sup>1</sup> with a minimum 2.0 cumulative GPA, and
2. Official college/university transcripts (when applicable), and
3. ALEKS math placement test and Writing Placement Exam, or ACT/SAT test scores<sup>2</sup>, and
4. Successful completion of the Admission Standards Core Courses set by the Idaho State Board of Education (see catalog overview page).

<sup>1</sup> LC State requires applicants to provide official documentation in the form of a high school transcript in order to be evaluated for admission. If the college receives a high school diploma only, or a diploma of questionable validity, the applicant will be instructed to provide official high school transcripts, and/or other documentation proving the authenticity of high school graduation. If the requested documentation is not provided, admission will be denied.

<sup>2</sup> Test scores will be used to determine course placement in Math, English composition, and program placement.

### **Provisional Admission**

CTE applicants who do not meet all the requirements for regular admission may be admitted to a technical program under provisional admission. 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 career technical program for which regular admission status is desired, and to demonstrate competence with respect to that program through methods and procedures established by the technical college.

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.

CTE students may be denied admission based on high school transcript grade point average, GED score or non-completion of the Admission Standards Core Courses.

### **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.

NOTE: Transfer equivalencies will be evaluated by the Office of Registrar and Records. The Admissions Office checks the National Student Clearinghouse to ensure all previously attended colleges/universities are listed in the applicant's admission file.

### Pre-CTE Program Advising

All career technical (CTE) admitted applicants will complete a CTE student intake process as part of their initial registration session. During the intake process, students will learn about specific program requirements, placement into English and math courses, tools/supplies needed, and courses they will take during their first semester.

NOTE: Though physical fitness is not a condition of enrollment, various technical program require strenuous physical performance.

### Career Technical Placement Criteria

The website of Business Technology and Service Division can be found at <https://www.lcsc.edu/business-technology> (<https://www.lcsc.edu/business-technology/>) and Technical and Industrial Division [www.lcsc.edu/ti](http://www.lcsc.edu/ti) (<http://www.lcsc.edu/ti/>). list the specific program requirements for programs in those divisions.

## Returning Students

Students who are returning to LC State after one semester of non-attendance (i.e., fall or spring) 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 LC State at the time of departure and have not attended another institution since leaving LC State will be readmitted with the same admission status they had when they left.
- Students who were eligible to continue at LC State at the time of departure and have attended another institution since leaving LC State will have their admission file re-evaluated when all transfer transcripts have been received.
- If an academic or CTE applicant is admitted with provisional standing, the student is subject to the institutional academic standing policies. See Provisional Admission under the academic degree-seeking or CTE degree-seeking sections.
- If a student attended another institution after attending LC State, is now returning and admitted with probational standing, the student is subject to the institutional academic standing policies.
- If a student left LC State with a status of suspension, the student must submit a petition form. The form is available on the Registrar and Records website at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar) (<http://www.lcsc.edu/registrar/>).
- Non-degree seeking applicants who left in good standing and wish to return to LC State as a non-degree seeking student must update their permanent record by submitting a non-degree seeking application (<http://www.lcsc.edu/admissions/applying-to-lcsc/>) online. Non-degree seeking students who were suspended from LC State must fill out a petition form. The form is available at [www.lcsc.edu/registrar](http://www.lcsc.edu/registrar) (<http://www.lcsc.edu/registrar/>).
- Non-degree seeking applicants who would like to return to LC State as degree-seeking students must complete the admission requirements as prescribed in the academic degree-seeking or CTE 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. Students may petition the Director of Admissions to exceed the semester credit limit or the maximum credit limit.
2. Students are not eligible for financial aid or veteran benefits.
3. Idaho residents age 60 or older may take classes for a reduced fee (Policy 3.130).

If a non-degree seeking student wishes to take a course that requires a pre-requisite, LC State will need an unofficial transcript verifying the pre-requisite has been met or permission from the course instructor before course registration will be allowed.

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

## High School Students with College Credits

High school/homeschool 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 LC State.

Students who earn an associate's degree while in high school are required to submit an official high school transcript (graduation date must be listed) and official transcripts from any college/university attended.

## Tentative Admission

Students who are tentatively admitted are permitted to enroll in classes but will have until pre-registration for the subsequent semester to submit the required information to obtain a final admission status. If the additional documents are not submitted by the designated deadline, registration will not be allowed for the next semester. Students will not receive Financial Aid until they are admitted with a complete admission file on record.

## Denied Admission

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

- GED standard score below 600 on 2014 test; below 500 on 2002-2013 test or below 50 on 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 the Director of Admissions. The petition must be submitted by letter or email and explain any unusual or extraordinary circumstances that prevented the student from meeting LC State's admission standards. Supporting documentation may be required.
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 may 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 documents will be kept digitally for five years. If a student submits an application after the five year timeframe, the student will be required to re-submit documents (e.g., transcripts and/or test scores).

## 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.

## Classified Status

A. 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 will be admitted with Classified Status.

B. 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.

C. 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.

D. Applicants who do not meet the admission requirements for Classified Status may petition to the Dean of Graduate Studies to be considered for admission.

i. Petitions for admission will be reviewed by the Dean of Graduate Studies and other college personnel, and consideration is at the discretion of the Dean of Graduate Studies to determine the applicant's admission status.

ii. If admitted, the student will be Classified (with Performance Requirements) Status [Classified (w/PR) Status].

E. 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.

F. In order to graduate from a graduate studies program, a student must have Classified Status.

## Classified (w/PR) Status

A. 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.

B. 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

A. The following criteria must be met by the student before Classified (w/PR) Status can be changed to Classified Status:

- i. The student must be in good academic standing in their graduate studies at the end of each semester.
- ii. The student must submit any missing official documents (e.g., final undergraduate transcripts) indicating eligibility of Classified Status.

B. Upon complete 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

### A. Retention of Admission Records

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

### B. 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.

### C. 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 for fall semester is July 1 and for spring semester is November 1.

## International Admission: Bridge Pathway

### BRIDGE PATHWAY (ENGLISH LANGUAGE PROGRAM)

The Bridge Pathway program is designed for students who wish to study at LC State but have not met the English language proficiency standards for college acceptance. Students must complete the following steps for their admission file:

1. Submit the online application, and
2. Pay the non-refundable application fee, and
3. Send a copy of an unexpired passport, and
4. Send official school transcript/records.

Students must show evidence of high school completion or the equivalent.

Students must show a minimum 2.0 cumulative GPA on a 4.0 scale from a high school or college/university. Students with more than 14 transferable college credits do not need to submit a high school transcript. Grade point averages will be calculated by the Admissions Office using guidelines provided by professional organizations regarding international grade conversion.

Some applicants will be required to submit their original transcripts to an outside evaluation agency, such as World Education Services (WES) or International Credential Evaluations (INCRED). This determination will be made by the Admissions Office at its discretion. Students will be responsible to pay for the transcript evaluation.

Meet our English proficiency requirements by submitting an official test score. Accepted English proficiency exams, required scores, and exemptions are listed on the International Admissions webpage (<https://www.lcsc.edu/international/international-admissions> (<https://www.lcsc.edu/international/international-admissions/>)).

### COMPLETION OF BRIDGE PATHWAY

Successful completion of Bridge requires:

- 3.0 cumulative GPA in Bridge courses
- At least a C grade in a for-credit college class

Once a student successfully completes the Bridge Pathway program, the International Programs Office will notify the Admissions Office. Admissions will admit the student for the following term.

### **DENIAL OF BRIDGE PATHWAY**

Admission to the Bridge Pathway program may be denied based on one or more of the following criteria:

- Cumulative high school GPA below 1.8
- Cumulative transfer GPA (from all institutions attended) below 1.8
- English proficiency score is below requirement
- Prior dismissal from LC State
- Prior suspension from LC State

Applicants who are denied may petition the Director of Admissions explaining any unusual or extraordinary circumstances that prevented the student from meeting LC State's admission standards (including supporting documentation as needed).

## **International Degree-Seeking Applicants**

### **FRESHMAN STUDENTS**

#### **Regular Admission**

*Applicants must complete the following steps to be considered for degree-seeking admission:*

1. Submit online admission application, and
2. Pay the non-refundable application fee, and
3. Send a copy of an unexpired passport, and
4. Send official transcripts/records.

Students must show evidence of high school completion or the equivalent.

Students must show a minimum 2.0 cumulative GPA on a 4.0 scale from high school. Grade point averages will be calculated by the Admissions Office using guidelines provided by professional organizations regarding international grade conversion.

Some applicants will be required to submit their original transcripts to an outside evaluation agency, such as World Education Services or International Credential Evaluations (INCRED). This determination will be made by the Admissions Office at its discretion. Students will be responsible to pay for the transcript evaluation.

5. Meet College English proficiency requirements by submitting an official test score. Accepted English proficiency exams, required scores, and exemptions are listed on the International Admissions webpage (<https://www.lcsc.edu/international/international-admissions> (<https://www.lcsc.edu/international/international-admissions/>)).

#### **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. Less than a 2.0 cumulative GPA
2. English proficiency meets the requirements for the Bridge Pathway program. Applicants who do not meet the language requirement are required to enroll in Bridge. Accepted English proficiency exams, required scores, and exemptions are listed on the International Admissions webpage (<https://www.lcsc.edu/international/international-admissions> (<https://www.lcsc.edu/international/international-admissions/>)).

If provisionally admitted, the student is subjected 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 much be general education courses at LC State) 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, which will negatively impact immigration status.

Students who are provisionally admitted will receive an I-20 with a notation documenting their provisional admission status.

### **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 must complete the following steps for their admission file:*



1. Submit online admission application, and
2. Pay the non-refundable application fee, and
3. Send a copy of an unexpired passport, and
4. Send official transcripts/records.

Students must show a minimum 2.0 cumulative GPA on a 4.0 scale from high school. Grade point averages will be calculated by the Admissions Office using guidelines provided by professional organizations regarding international grade conversion.

Applicants who do not meet the GPA requirement may petition 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.

Some applicants will be required to submit their original transcripts to an outside evaluation agency, such as World Education Services. This determination will be made by the Admissions Office at their discretion. Students will be responsible to pay for the transcript evaluation.

Meet English proficiency requirements by submitting an official test score. Accepted English proficiency exams, required scores, and exemptions are listed on the International Admissions webpage (<https://www.lcsc.edu/international/international-admissions> (<https://www.lcsc.edu/international/international-admissions/>)).

## Exceptions to English Proficiency Requirement

Documentation is required:

- Graduation for a U.S. High School and at least three years attendance at a U.S. high school
- Completion of 14 or more transferable credits at an accredited college/university in the U.S. with a cumulative GPA of at least 2.0
- Earned associate or bachelor's degree or higher from an accredited U.S. college/university
- Successful completion of the Bridge Program at LC State (or equivalent program) with at least a 3.0 Bridge GPA and a 'C' or higher in a for-credit college course
- Student can provide proof that English is the medium of instruction in their country and/or their secondary education (courses, exams) were conducted in English. Approval will be given on a case-by-case basis.

## International Non-Degree Seeking Applicants

### Exchange Programs

Exchange students come from partner universities. The admission requirements and procedures for exchange programs are the same as degree-seeking applicants.

### Study Abroad in Idaho

Study Abroad in Idaho is open to any international student wishing to do a year or semester abroad, or a combination of English and college, depending on the student's level of English. The admission requirements and procedures for Study Abroad in Idaho are the same for degree-seeking applicants.

### J-1 Sponsored Students

LC State will receive students who are in the U.S. on a J-1 exchange Visa. These students are typically sponsored by the U.S. Department of State or another organization.

Applicants are required to submit the following documents:

- Sponsor's application form (not LC State's application)
- Official transcripts
- English scores or proof of English proficiency

## Denied Admission International Applicants

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

- Cumulative high school GPA below 1.8
- Cumulative transfer GPA (from all institutions attended) below 1.8
- English proficiency score is below requirement
- Prior dismissal from LC State
- Prior suspension from LC State

Applicants who are denied may petition the Director of Admissions explaining any unusual or extraordinary circumstances that prevented the student from meeting LC State's admission standards (including supporting documentation as needed).

## **Deferral International Applicants**

Applicants may defer admission no more than two times. New financial documents may be required. After deferring two consecutive times, an applicant will be required to re-apply for admission and pay the application fee.

## **I-20 Issuance**

In addition to submitting documents for the admission file, students must submit financial documents (no more than six months old) for I-20 purposes:

1. The amount applicants must demonstrate they can access includes tuition, fees, books, health insurance, and living expenses. If an applicant plans to travel with dependents, they must also demonstrate adequate available funding for living expenses for each dependent. Applicants will not receive their I-20 until they show sufficient financial support.
2. Financial documents are defined as original bank statements/letters from a bank and a signed affidavit of support from each sponsor (including parents).
3. Applicants must submit a 'Certification of Financial Responsibility form' addressed to LC State before an I-20 will be issued.
4. LC State will accept scanned financial documents. However, U.S. embassies and Consulates require original documents to issue student visas.