

General Admissions Procedure	Procedure Number	3.1P
	Effective Date	February 8, 2013

1.0 POLICY & PURPOSE

Laramie County Community College maintains an open admission policy and serves as an equal access institution to all high school graduates, High School Equivalency, and individuals over the age of 18 and who can demonstrate the ability to benefit from instruction provided. Others may be admitted as non-degree seeking students at the discretion of the College. Admission to the College is required for students taking courses offered for credit. The purpose of this procedure is to determine admissions criteria. (International student admission processes are detailed here: <http://www.lccc.wy.edu/admissions/international.>)

2.0 REVISION HISTORY

Last Version: 12/11/87

Revised on: 6/28/11, 10/2/12, 2/08/13, 7/15/14 by Temporary Executive Order

Revised on: 9/22/14 by College Council as required by Policy Development and Approval Procedure No. 1.2.11P, 5.0 H.

Revised on: 5/22/18

3.0 PERSONS AFFECTED

Applicants, students, faculty, and staff are affected by this procedure.

4.0 DEFINITIONS

- A. *Ability-to-benefit* – Students may demonstrate the ability-to-benefit from college level work based on the English and math placement test scores. Score requirements are available from Admissions.
- B. *Accredited* – Accredited by one of the regional accrediting bodies.
- C. *Admission* – An admission status that indicates that a student has submitted all necessary paperwork, meets the LCCC admission requirements.
- D. *Admissions Review Committee* – LCCC employees designated by the Vice President of Student Services to review application materials and related documentation regarding applicants who self-disclose or are found through the enrollment process to have a pending or prior dismissal or expulsion from another institution for non-academic reasons. The Committee should include the Director of Admissions, the Director of Campus Safety, an Academic Advisor, and a full-time faculty member. The Dean of Students acts as an Ex-Officio member of the committee.
- E. *Degree-seeking Student* – A student who intends to complete a degree or certificate at Laramie County Community College.
- F. *New Students* – Individuals who have successfully completed fewer than 12 semester hours of college level work at another college, or have never attended a postsecondary institution.

- G. *Open Admission* – A type of unselective and noncompetitive college admissions process in which the only criterion for entrance is a high school diploma or high school equivalency.
- H. *Provisional Admission* – An admission status that provides for the applicant to be admitted to the College, and as long as any conditions set for the student for behavior or performance are met, continues. Admission may be revoked if the conditions are not met or expectations are not fulfilled. Any conditions the student might be subject to will be provided for him/her in writing.
- I. *Transfer Students* – Individuals who have successfully completed college classes at another regionally accredited postsecondary institution and provided official transcripts as documentation.

5.0 PROCEDURES

- A. Applicants
 - 1) Applicants who are new to Laramie County Community College or transferring from another college may be admitted if they hold a high school diploma from an accredited high school, or, have successfully completed an associate's degree (AA, AS, or AAS) from a regionally accredited postsecondary institution, or are High School Equivalency recipients.
 - 2) Applicants who are new to Laramie County Community College and are graduates of a non-accredited high school or home school may be admitted following a review of the applicant's transcript on an individual basis determining that the student has graduated from a legitimate high school or home-school program.
 - 3) Applicants over the age of 18 who do not meet the criteria in sections 5.0 A.1) or 5.0 A.2) above may be admitted as non-degree seeking students. These applicants may be admitted as special degree-seeking students if they can demonstrate the ability to benefit from college level work.
 - 4) Students under 18 who are enrolled in secondary school courses may enroll in credit classes concurrently at LCCC.
 - 5) Applicants or admitted students who self-disclose or are found through the enrollment process to have been dismissed or expelled from another institution for non-academic reasons will undergo review by the Admissions Review Committee.
- B. Students Seeking a Degree or Certificate
 - 1) New students – To be admitted as degree seeking students, all new students are required to submit an application for admission, and official high school or GED transcripts showing successful graduation or completion.
 - a. Transfer students – To be admitted as degree seeking students, transfer students are required to submit an application for admission, official high school transcripts, and official transcripts from all previous colleges attended.
 - b. Students who have earned an associate's degree or higher level degree from a regionally accredited college are not required to submit high school transcripts and need only submit official college transcripts showing completion of the degree.
- C. Students Not Seeking a Degree or Certificate
 - 1) Individuals who are pursuing courses for personal enrichment or professional development and not seeking a degree or certificate will be required to submit an application for admission, but will not be required to submit official transcripts.

- 2) These individuals will be provided with enrollment privileges, and must still provide documentation of meeting course prerequisites via official or unofficial transcripts prior to registration.
- 3) Non-degree seeking students will be limited to six (6) credits of enrollment per semester unless they complete the full admissions requirements in 5.0 G. above.

D. LCCC Students Returning after an Absence

- 1) Degree seeking students who have attended LCCC in the past, but have been absent for one or more semester, not including summer, must submit a new application for admission.
- 2) Non-degree seeking students who have attended LCCC in the past, but have been absent for two or more years, must submit a new application for admission.
- 3) Returning students must re-submit transcripts if they have been away from LCCC for five or more years or if they have taken classes at another post-secondary institution since their last enrollment at LCCC.

E. Applicants and Students Changing Status

- 1) Applicants who determine that they would like to change their status from degree seeking to non-degree seeking will be required to submit their change in writing.
- 2) Students who determine that they would like to change their status from non-degree seeking to degree-seeking will be required to submit a change of status form and official high school or High School Equivalency transcripts and official transcripts from each college attended (if those documents are not already on file in the Office of the Registrar).
- 3) Students who have been accepted as degree seeking that would like to change their status to non-degree seeking will be required to complete a change of status form.

F. Admissions Review Committee

- 1) The Dean of Students or designee will gather and analyze information related to applicants' prior or pending dismissal or expulsion from another institution.
- 2) The Dean of Students will present his/her research to the Admissions Review Committee. The Committee may request additional information be obtained by the Dean of Students, or may request to interview the applicant or student. Following a thorough review of all relevant information, and in consideration of individual and campus safety, the Admissions Review Committee will make the admissions decision in one of following ways:

Applicants

- a. Admit the applicant to LCCC with no restrictions.
- b. Admit the applicant provisionally with conditions to be determined by the Admissions Review Committee.
- c. Deny admission to the applicant.

Admitted Students

- a. Admitted students may continue at LCCC with no restrictions.
 - b. Admitted students whose status is determined to be provisional by the Admissions Review Committee will have a Dean of Students hold place on his/her student account.
 - c. Admitted students status may be revoked per 5.0.H below.
- 3) Applicants or admitted students will be notified in writing of the admissions decision and any possible conditions for admission when applicable.

- 4) Appeals: If an applicant or admitted student wishes to seek an appeal of the decision made by the Admission Review Committee, the decision can be appealed to the Vice President of Student Services per 5.0.C below.

G. Admission to Selective Programs


- 1) All students must apply for general admission to the College prior to applying to selective programs. See 5.0.A.1) and 5.0.A.2) above for procedure.
- 2) Selective programs may require additional admission materials and have additional criteria for admission. Refer to the individual program website for specific admission requirements.

H. Revoking Admission

Admission to the College may be revoked for Code of Conduct violations prior to or after the start of class attendance at the discretion of the Dean of Students.

I. Appeals

- 1) Admissions decisions are appealable to the Vice President of Student Services
- 2) Appeals should be submitted in writing within ten (10) days of notice, to:
 Vice President of Student Services
 Laramie County Community College
 1400 E College Drive
 Cheyenne, WY 82007
- 3) Appeals may take up to 30 days to be reviewed.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Judy Hay, Vice President of Student Services	10/2/12
Approval by President's Cabinet		1/29/13
Ratified by College Council	Co-chair Kari Brown-Herbst	2/8/13
Approval by President (Signature)		1/15/13