

lives in Wyoming while attending a school located in Wyoming (regardless of his/her formal State of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Wyoming while attending a school located in Wyoming (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

## Academic Skills

### Assessment and Placement

Academic skills assessment and subsequent placement for initial levels of Math and English courses assist students in making choices that will enable them to attain their educational goals. To assure appropriate advising, LCCC adheres to the following assessment and placement protocols:

- A. Students who have graduated from high school within five years of applying to LCCC and whose high school cumulative GPA is 3.0 or higher OR students who have an acceptable ACT score in the previous five years are considered ready for initial college level math and college level English courses. Placement can be determined from high school transcripts and/or ACT scores submitted to LCCC.
- B. Students without either of the above measures will be directed to prepare for and take the tests provided in the Testing Center for placement into the correct levels of math and English.
- C. Students who hold a college degree from a regionally accredited college or university, as evidenced by provision of official transcripts to the Office of the Registrar, are considered ready for college-level math and college-level English courses (listed above); see Page 21 for information regarding transferability of courses from other institutions.
- D. Students auditing courses do not need to provide proof of academic eligibility (see Page 18).
- E. Students who doubt their own readiness for college-level courses, regardless of their high school GPA or ACT scores, are welcomed to take placement exams for better advice.

Additional information regarding placement scores for math and English are available at [lccc.wy.edu/placement](http://lccc.wy.edu/placement).

### Exemptions

Students must take the placement tests in order to show proof of meeting course prerequisites. The placement test may be waived if the following applies:

- A. The Office of the Registrar will evaluate transcripts to determine if courses taken will meet college prerequisites. Students transferring from a regionally accredited college/university who present official transcripts indicating successful completion of course work may be exempted as follows:
  1. Exemption from math placement exam: Completion of a college-level mathematics course with a grade of C or higher. It is highly recommended that those students who still need to enroll in MATH 1000 or MATH 1400 take the math placement exam to ensure appropriate math course selection.

2. Exemption from English placement exam: Completion of a college English course equivalent to ENGL 1010 with a grade of C or higher.

B. Students who audit courses.

## Registration

Students register and pay for classes online through the campus portal. New degree-seeking students may register after completing Orientation and meeting with their assigned advisor.

### Course Load

Twelve credit hours constitute a minimum full-time course load, but the normal load for one semester is 15-18 credit hours. The maximum load is 19 hours. Students desiring to take more than 19 hours must receive permission from the dean of the declared major. *Students working more than 15 hours a week are strongly advised to reduce their course loads accordingly.*

## Course or Class Schedule Changes

In order to make changes to his/her class schedule, the student must do the following:

1. Add/drop via the campus portal or
2. Obtain a drop/add form from the Student Hub.
3. On the form, list courses to be dropped and/or added. The instructor's and dean's signatures are required for adding a course after the first day of class. An advisor's signature may also be required. The school dean's signature and a Withdrawal After the Deadline (also available at the Student Hub) form is required for dropping a course after the withdrawal date.
4. Return the completed form to the Student Hub.

Financial aid recipients should be aware that changes in enrollment may affect the financial aid awards for the semester in which the change occurs and/or the student's future eligibility under the academic progress requirements. Students with questions regarding withdrawals and financial aid should contact the student hub prior to making these changes.

## Withdrawal Procedures

If a student must withdraw from a course, that student should initiate the process by obtaining and completing an Add/Drop or Withdrawal After the Deadline form from the Student Hub. For a 16-week course, a student may withdraw any time prior to the last day to withdraw listed in the Academic Calendar. A grade of "W" will be noted on the transcript for any course from which the student withdraws after the 10th business day of the semester for 16 week course. All courses that are less than a full semester in length will have the "drop period" and the grade of "W" adjusted accordingly.

Students completely withdrawing from the College are required to see an academic advisor prior to the withdrawal. Students receiving federal financial aid are also strongly encouraged to discuss the financial aid ramifications with their advisor and/or the Student Hub prior to the withdrawal. Any exception to this withdrawal policy must be presented by the student or the instructor to the appropriate school dean.

Students seeking a retroactive withdrawal must seek approval from the Registrar prior to the withdrawal.