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| <b>General Admissions Procedure</b> | 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, General Educational Development (G.E.D.) recipients, 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 detailed here: <http://www.lccc.wy.edu/admissions/international>.)

## 2.0 REVISION HISTORY

Last Version: 12/11/87  
 Revised on: 6/28/11  
 Revised on: 10/2/12  
 Revised on: 2/08/13  
 Revised on: 7/15/14 by Temporary Executive Order

## 3.0 PERSONS AFFECTED

Applicants, Admissions Employees, Student Records Employees, and Financial Aid Employees are subject to this procedure.

## 4.0 DEFINITIONS

- A. *Ability-to-benefit* —Students may demonstrate the ability-to-benefit from college level work based on the COMPASS or Work Keys test. Score requirements are available from Admissions.
- B. *Accredited*—Accredited by one of the regional accrediting bodies.
- C. *Degree-Seeking Student*—A student who intends to complete a degree or certificate at Laramie County Community College.
- D. *Admission*—An admission status that indicates that a student has submitted all necessary paperwork, meets the admission requirements.
- E. *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.
- F. *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 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 G.E.D. recipients.
- B. 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.
- C. Applicants over the age of 18 who do not meet the criteria in sections A. or B. 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.
- D. Students under 18 who are enrolled in secondary school courses may enroll in credit classes concurrently at LCCC.

## 6.0 PROCESS

- A. 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 who have not yet attained an associate's degree or higher level degree are required to submit an application for admission, and official high school transcripts, and transcripts showing graduation or GED/HiSet.
    - 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.
  - 2) Applicants who have not provided the required documents in 1 above will be admitted as non-degree students pending receipt of the documents.
- B. 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 6 credits of enrollment per semester unless they complete the full admissions requirements in A. above.
- C. LCCC Students Returning after an Absence
  - 1) 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) 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.

D. Students Changing to Degree-Seeking Status

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 GED transcripts and official transcripts from each college attended (if those documents are not already on file in the Student Records Office).


E. Admission to Selective Programs

- 1) All students must apply for general admission to the College prior to applying to selective programs. See A. 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.

F. Revoking Admission

Admission to the College may be revoked for Code of Conduct violations prior to the start of class attendance at the discretion of the Vice President of Student Services.

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| 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 |