

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 (HiSet), or General Educational Development (GED) recipients. 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, 9/22/14, 5/22/18, 3/8/19, 4/23/21, 10/23/23, 4/24/25, 5/27/25 by Temporary Executive Order through 09/24/25

3.0 PERSONS AFFECTED

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

4.0 DEFINITIONS

- A. *Accredited* – Laramie County Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.
- B. *Admission* – A status that indicates that a student has submitted all necessary documentation and meets the LCCC admission requirements.
- C. *Admissions Review Committee* – LCCC employees designated by the Senior 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 Enrollment Services, the Director of Campus Safety, a Student Success Coach, and a full-time faculty member. The Dean of Students acts as an Ex-Officio member of the committee.
- D. *Degree-seeking Student* – A student who intends to complete a degree or certificate at Laramie County Community College.
- E. *New Students* – Individuals who have never attended a postsecondary institution following high school completion, and who has not previously registered or attended classes at LCCC.
- F. *Non-degree Seeking* – Individuals, including high school students, who are taking classes for personal enrichment or professional development.

- G. *Open Admission* – A type of unselective and noncompetitive college admissions process in which the only criterion for entrance is a verified and valid 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. *Returning Student* – An individual who has not been enrolled at LCCC for one or more semesters and is choosing to return.
- J. *Selective Program* – A program that has additional requirement for admittance.
- K. *Transfer Students* – Individuals who have successfully completed college-level classes at another institution accredited by one of the U.S. Department of Education approved institutional accrediting agencies. Official transcripts must be submitted as documentation.

5.0 PROCEDURES

- A. Students Seeking a Degree or Certificate
 - 1) Applicants who are new to Laramie County Community College or transferring from another college may be admitted as degree-seeking if they:
 - a. have graduated from an accredited high school, or
 - b. have graduated from a home school program, or
 - c. are high school equivalency recipients, or
 - d. have successfully completed an associate's degree (AA, AS, or AAS) or higher from an institution accredited by one of the U.S. Department of Education approved institutional accrediting agencies.
 - 2) Prospective students are required to apply for admission and self-certify on the application that they have met one of the criteria in 5.0 A.1).
 - a. If transfer students wish to receive transfer credit for previous coursework, official transcripts from previous colleges attended must be submitted so that credits may be evaluated for transferability.
 - b. If LCCC or the U.S. Department of Education has reason to believe that the high school diploma or equivalent is not valid or was not obtained from an entity that provides secondary school education, the student will be required to provide requested documentation for LCCC to evaluate the validity of the high school completion. The inability to prove validity may result in the student being denied admission.
- B. Students Not Seeking a Degree or Certificate
 - 1) Prospective students are required to apply for admission to be admitted as non-degree seeking. Types of non-degree seeking students include:
 - a. individuals who are pursuing courses for personal enrichment or professional development, or
 - b. High school students who wish to enroll in credit classes at LCCC.
- C. 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 semesters, 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 may be asked to 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, if they wish to have their transfer credits evaluated for transferability.

D. Applicants and Students Changing Status

- 1) Students who have been accepted as degree-seeking and would like to change their status to non-degree seeking will be required to complete a Change of Program Form.
- 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 Program Form.
- 3) If transfer students wish to receive transfer credit for previous coursework, official transcripts from previous colleges attended must be submitted so that credits may be evaluated for transferability.

E. Admissions Review Committee

- 1) Applicants that are denied admission and unable to prove validity of their high school diploma or high school equivalency upon request or are found to have provided a falsified high school diploma or high school equivalency may request a review by the Admissions Review Committee. Applicants must submit a written request for review to the Director of Enrollment Services.
- 2) 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, or who are currently in violation of the LCCC Student Code of Conduct (Procedure 3.15P) will undergo review by the Admissions Review Committee.
 - a. The Dean of Students or designee will gather and analyze information related to an applicant's prior or pending dismissal or expulsion from another institution.
 - b. 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.
- 3) Following a thorough review of all relevant information, and in consideration of individual and campus safety, in addition to maintaining the integrity of student records, 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. Continue at LCCC with no restrictions.
- b. Provisionally admitted with a Dean of Students hold placed on his/her student account until their status is deemed no longer provisional.
- c. Admission revoked per 5.0.G below.

- 4) Applicants or admitted students will be notified in writing of the admissions decision and any possible conditions for admission when applicable.

F. Admission to Selective Programs

- 1) All students must apply for 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.

G. Revoking Admission

- 1) Admission to the College may be revoked for LCCC Student Code of Conduct (Procedure 3.15P) violations prior to the start of class attendance at the discretion of the Dean of Students.

H. Appeals

- 1) Admissions decisions are appealable to the Senior Vice President of Student Services 2) Appeals should be submitted in writing within ten (10) business days of notice, to:
Senior 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.