

SECTION 800.03

ADMISSIONS: CATEGORIES AND EXCEPTIONS

1. Special Groups: At times Lake Region State College may contract to train and educate special groups of students. In such cases, admissions requirements may be waived or altered and special requirements established with the approval of the President.
2. International Students:
 - a. LRSC is authorized under federal law to enroll non-immigrant, alien students.
 - b. An international student seeking admission to LRSC must submit all admissions items as required of all new or transfer students.
 - c. All transcripts, including high school or postsecondary transcripts for institutions not located in the US, must be submitted for evaluation to the foreign credentials service of America (FCSA) or member organizations of the national association of credential evaluation services (NACES) or the association of international credit evaluators (AICE) if evaluation cannot be provided by trained admission staff.
 - i. Official Secondary and Official Postsecondary transcript criteria are defined in SBHE Policy 411. Where official transcripts are necessary, LRSC will comply with those criteria.
 - ii. Non-degree seeking students participating in a J-1 cultural exchange program, not exceeding two semesters in length, are exempt from the transcript evaluation requirement in 2.c above.
 - d. An applicant whose native language is not English is required to demonstrate proficiency in the English language. Proficiency options can be found in NDUS procedure 411.5.
 - e. The student must provide evidence of adequate funding as required by the SEVIS Form I-20, which covers the cost of one year of education and living expenses. Acceptable forms of evidence must be less than six months old and may include a bank statement or certificate of balance/certificate of deposit signed by a bank official on official bank letterhead indicating the current balance from the student, the student's family, or another individual sponsor.
 - f. Additional health requirements, such as tuberculosis testing for students originating from high risks countries, may apply.
 - g. International students are required to live in campus housing throughout their entire course of study at LRSC. International students are also required to purchase a meal plan. For the first semester, international students are required to purchase the most comprehensive meal plan. For subsequent semesters, students may choose an alternate meal plan, unless they are a member of an athletic team.
3. Additional identification of prospective students will be required when the following conditions exist:
 - a. Permanent Residents will be required to provide a copy of their Permanent Resident card.
 - b. Names which appear to be probable errors will require the student to supply additional documentation for proof of identity such as a copy of a government issued identification card (social security card, passport, etc.)

4. Home educated students must provide the following:
 - a. A high school transcript, complete with graduation date, a listing of classes completed, performance score or grade (with key explaining grading) in each class in grades nine through twelve, which must be verified by the parent or the instructor; and additional information that may be required such as providing course syllabi and/or description of course content; or
 - b. a GED transcript.
 5. LRSC is committed to providing an atmosphere that encourages learning, the exchange of ideas, and interacting with one another in a safe environment. In conformance with the Crime Awareness and Campus Security Act of 1990, and State Board of Higher Education Policy 402, the following policy applies:
 - a. LRSC, in accordance with SBHE policy 511 and NDUS procedure 511, will require the applicant to answer the safety and security questions on the admissions application.
 - b. LRSC may place conditions on the enrollment of applicants, and the return of former students if LRSC determines such person represents a safety risk to students, employees, or property. Criteria for determining if an applicant or former student represents a safety risk may include but is not limited to: 1) a criminal background that includes crimes involving injury or threat of injury to others or property damage, 2) prior disciplinary actions at LRSC or another institution, 3) status as a sex offender or offender against children, 4) prior or continued substance abuse, 5) the totality of criminal behavior which may indicate a likelihood to reoffend, and 6) other like indicators of risk. Behaviors that may mitigate risk include evidence of treatment, duration of sobriety, acceptance of responsibility, and the amount of time that has passed since the most recent offense. The Vice President of Student Affairs will review applicants that may pose a risk and determine if any enrollment conditions are necessary.
 - c. Applicants will be notified in writing of any enrollment conditions imposed by the Vice President of Student Affairs. Applicants have the right to appeal that decision to the Vice President for Academic Affairs within 10 calendar days of the date the notice was received. Appeals must be in writing, include a statement of reason why the decision should be reconsidered, and shall include supporting documentation. In evaluating the appeal, the Vice President for Academic Affairs may ask for a review and recommendation from the LRSC Cares Team. The decision of the Vice President for Academic Affairs is final.
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History

Administrative Council Approved 12/07/2015

Administrative Council Approved 05/31/2023

College Council Approved 10/8/2025