

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.02

ADMISSIONS: STANDARDS, REQUIREMENTS, ACCESS, APPLICATION PROCESS

1. General: Lake Region State College shall establish standards and requirements for admissions consistent with North Dakota State Board of Higher Education (NDSBHE) policies and the North Dakota University System (NDUS) procedures.
2. In accordance with federal law, the policy of Lake Region State College is that all persons shall have equal opportunity in any phase of College activity without being discriminated against on the basis of race, color, national origin, religion, sexual orientation, gender identity, genetic information (GINA), sex, age, creed, marital status, veteran's status, political belief or affiliation or disability, in its admissions, student aid, employment practices, education programs or other related activities.
3. Standards: General standards for admission are currently established as being any one of the following:
 - a. A graduate of an accredited high school.
 - b. A student transferring from another accredited collegiate institution.
 - c. A holder of the General Education Development (GED) certificate.
 - d. A high school student in grade 10 with a G.P.A. of 3.5 or higher, or grades 11 and 12 with a G.P.A. of 3.0 or higher and has the approval of a high school official.
 - e. A student who does not fall under any of the above categories will be considered for special admission to Lake Region State College by the Student Affairs Office.
4. Definition of Admit Types
 - a. First Year Freshman: A student has not attended a college or university after high school graduation.
 - b. Early Entry: A high school student who wishes to take college credit while in high school, to include those students earning dual credit.
 - c. Non-Degree: A student who enrolls in a limited number of courses and will not receive a degree or financial aid from LRSC.
 - d. Readmit: A student who has attended LRSC before, did not complete a degree and is returning to complete additional coursework.
 - e. Continuing: A student who has completed a degree at LRSC and is returning to complete additional coursework.
 - f. Transfer: Previously attended one or more postsecondary institutions following their high school graduation and is enrolled in a degree-seeking program.
5. Requirements and Process:
 - a. To gain admission to Lake Region State College, a student must submit the following items to Admissions in Student Affairs:
 - i. The *Application for Admission* along with the non-refundable fee.
 1. Only the President can approve an application fee waiver. If a student would like to request an application fee waiver, they must request it through the Assistant Vice President of Student Affairs or the VP of Academic and Student Affairs.
 - ii. Proof of high school graduation or its equivalency: an official transcript of high school or official General Education Development (GED) transcript.

The following students are exempt from this admission requirement:

1. Early Entry students will need to submit an unofficial high school transcript.
 2. Transfer students who have completed 24 or more semester credits or 36 quarter hours of transferable credits are not required to submit a high school transcript.
 - iii. An official transcript of any previous college.
 1. A transfer student on academic probation from another college will be admitted on academic probation.
 2. Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Student may petition with the Assistant Vice President of Student Affairs for enrollment if they can document circumstances contributing to academic difficulty.
6. Immunizations:
- a. Measles, Mumps and Rubella: Students enrolled at Lake Region State College must provide documentation of immunity to measles, mumps and rubella.
Documentation of immunity means:
 1. Evidence of two doses of measles, mumps and rubella vaccine no less than 28 days apart from a licensed physician or health department official; or
 2. Blood testing which proves immunity exists; or
 3. A birth date prior to 1957.
 - b. Meningococcal: Students aged 21 and younger must provide documentation of meningococcal immunity. Documentation of immunity means evidence of at least one dose of meningococcal conjugates vaccine at age 16 or older.
 - c. The following students are exempt from providing proof of immunization to measles, mumps, rubella, and meningococcal:
 - i. Students enrolled only as early entry,
 - ii. Students enrolled only in distance learning or other courses taught off campus,
 - iii. Students enrolled collaboratively when LRSC is the provider campus,
 - iv. Students enrolled only in continuing education or non-credit courses,
 - v. The student is a North Dakota University System benefitted employees.
 - d. Exemptions to the policy may also be granted when a licensed physician certifies that a students should not be immunized for measles, mumps or rubella or if a student's beliefs prohibit immunization.
 - e. Any individual who has been exempted from any of the immunization requirements may be required to stay off campus, including exclusion from campus activities, in the event off an outbreak of a communicable disease until the danger is over.
 - f. Evidence of immunization may be shared with another institution of higher education or other entity upon request of the student and with public health authorities during a public health emergency.
 - g. Tuberculosis: Testing is required of international students from high-risk countries as identified by the World Health Organization and any other student determined to be high risk for TB exposure.

7. Conditional Admissions: Students have one semester to complete their admission file. Students will be placed on admissions file hold and will not be allowed to register in subsequent semesters or receive an official transcript until the admissions file is complete.
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History

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