

POLICY TITLE: SPECIAL ADMISSIONS

I. Purpose

The College recognizes that there are instances where high school students are academically ready to earn college credit. In order to serve the community in these cases, the College will provide qualified students with educational enrichment through special admissions.

II. Scope

This policy applies to freshmen and sophomores.

III. General

This program is designed to provide an opportunity for qualified high school freshmen and sophomores to earn college credit. High school credit may or may not be granted according to the discretion of the participating high school. The Special Admission Program affords students educational enrichment in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available in the student's high school. Special admission is contingent upon receiving departmental/divisional approval for each class for which the student intends to enroll.

Qualifications for the Special Admission Program

Applicants must:

1. Be working toward high school graduation requirements;
2. Have attained freshman or sophomore high school standing prior to applying for the program.
3. Have attained 14 years of age by December 1 of the student's freshman year.
4. Complete a Special Admission Supplemental Application for each class in which the student intends to enroll;
5. Submit an official high school transcript each semester of attendance;
6. Obtain written consent from the student's parent/guardian and his/her authorized high school official each semester.
7. Mail or bring the Special Admission Supplemental Application(s), the nonrefundable \$10 application fee, and transcript to the LCC Enrollment Services/Admissions Office prior to enrolling in classes.

8. Comply with basic skills assessment and any additional approvals or prerequisites established by the department for the course(s) in which the student wishes to enroll.

(See Appeal Process for Denial of College Admission for appeal procedures.)

V. Responsibility

The College's Registrar is responsible for preparing procedures to implement this policy.