

Lansing Community College Catalog

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General Admission Criteria and Procedures

Lansing Community College (LCC) is an open-door community college designed to extend service to applicants possessing appropriate preparation to benefit from programs and courses offered at the College. Determination and judgment of an individual's preparation and readiness to benefit from a course or program at LCC is the responsibility of the College's professional personnel. Admission to the College does not guarantee admission to a particular program or class.

Persons who are 18 years of age or older are eligible to attend LCC by submitting a completed application.

Persons who are under 18 years of age who have graduated from high school may be admitted to LCC and should follow the procedures outlined in the High School Graduates Under the Age of 18 section below.

Persons who are enrolled in high school in at least a freshman level, and working to fulfill high school graduation requirements may be admitted to LCC under the High School Dual Enrollment Program explained later in this section.

Home school applicants who are at least a freshman level may be admitted under the Home School Program explained later in this section.

International applicants (any person who has entered the United States or plans to enter the United States in any U.S. Department of State visa category) must follow the procedures outlined in the International Applicants section below.

Persons interested in applying for general admission to the College should complete and submit an online or paper application using the instructions found on the [Admissions webpage](#).

Applicants denied admission will receive a letter stating the reason for denial and explaining the appeal process (see Appeal Process for Denial of College Admission).

Academic Assessment and Placement Testing for Student Success

General Information

Lansing Community College (LCC) cares about student success and believes that strong basic academic skills are the student's passport to achieving school and job success. The following basic skill areas are particularly important: reading, writing, mathematics, computing, communicating, critical thinking, and study skills.

Many courses at LCC have minimum skill level requirements in reading, writing, and/or mathematics. These levels must be met before a student will be permitted to enroll in those courses. Skill levels are listed along with other prerequisites required for each course in the LCC Banner Catalog and the Course Schedule book. Students meet these skill prerequisites either by achieving the required scores on placement tests or successfully passing specific courses at LCC. (See Other Options to Meet Skill Prerequisites in this section for other alternatives.) Students who have attended LCC previously may need to take or retake one or more of the placement tests. An advisor can determine if this is needed. Information on student orientation is available on the [Orientation webpage](#), or by calling (517) 483-1200 option 5. New students should complete all assessment testing prior to completing orientation.

The department offering the course determines any exceptions to prerequisites or skill levels.

What the Tests Are Like

Reading, writing, and mathematics placement tests are administered on computers. The writing test is an untimed essay. The reading and math tests are untimed and multiple-choice. These tests are adaptive and each item's difficulty is based on the student's response to the preceding question. The average amount of time spent on a test is about 30 minutes, so students should allow about two hours for all skill placement tests. The results of the tests are typically available immediately.

Where Testing Centers Are Located

Drop-in placement testing is available on-campus in the Placement Testing Center, Gannon Building StarZone. For testing hours and information call (517) 267-5500. Placement testing is also available at West Campus, Livingston County Center, and East Campus. Students can also make arrangements to take the placement tests with a pre-approved proctor in their area, typically a local college testing center, or use a virtual proctoring service (technical requirement and a fee are required) in order to test from home. Contact the Testing Support Office of the Testing Services Department at (517) 267-5503 or visit the [Testing Services webpage](#) to make arrangements for an off-campus virtual proctor.

Other Options to Meet Skill Prerequisites

Placement tests can be waived under certain circumstances. If you have completed the SAT or ACT, or graduated high school in the last 3 years, you may be able to waive placement testing and establish levels based on your scores or GPA. Visit the [Assessment Document Submission](#)

[Form webpage](#) to see if your test scores meet the minimum requirements to waive placement tests.

If you have a degree, need placement levels based on courses taken (including AP or CLEP), or if you want to take a class whose prerequisite course you took at another college, then visit the [Waiver Information webpage](#).

Selective Admission Programs

The programs listed in this section are selective admission programs. Admission to selective admission programs is on a competitive basis, and these programs have program admission requirements beyond those required for admission to the College. Admission to LCC does not guarantee admission to a selective admission program. Students wishing to apply for admission to a selective admission program should visit the [Health & Human Services Selective Admissions Program webpage](#) or contact the Selective Admissions office at selective_admissions@lcc.edu or (517) 483-1182. There is a \$50 non-refundable application fee to a selective admission program.

- Dental Hygiene Program, Associate in Applied Science
- Diagnostic Medical Sonography, Associate in Applied Science
- Nursing, LPN Option, Certificate of Achievement
- Nursing, RN Option, Associate in Applied Science
- Paramedic, Certificate of Achievement
- Radiologic Technology Program, Associate in Applied Science
- Surgical Technology, Associate in Applied Science

International Applicants

International student admission procedures have been developed to create a positive experience for the international student, the service community, and the College community. Admissions requirements for international students are in compliance with the Student Exchange and Visitor Information System (SEVIS) as regulated by the U.S. Department of Homeland Security (USDHS) In accordance with USDHS regulations, any individual who is not a United States citizen and who has been admitted to the United States in a temporary, nonresident status will be classified as an international student at LCC. Individuals who have refugee, immigrant, or resident alien status are not international students.

The visa classification of each international applicant determines the admission requirements and the attendance regulations applied to the applicant. For details on the requirements for international admission, the applicant should refer to the International Student Admissions Application Packet available on the [International Admissions webpage](#).

Admission to the College for all visa categories requires applicants to: (1) be at least 18 years old and (2) provide additional documents as required by the applicant's Department of Homeland Security visa classification.

International students who would like copies of documents submitted to LCC for admission purposes must request these copies no later than one year after the last semester of attendance in international student status with the College. LCC does not keep such documents beyond legally required time limits.

Admission to LCC as an international student will be considered after receipt of the application and all required documents. Applicants outside the United States are advised to apply as early as possible to allow for mail delays, to obtain visas and exit permits, and to make travel arrangements. The College should receive all admission material from applicants outside the United States no later than ten weeks prior to the first day of international student orientation for the semester of attendance. (May 1 is the priority processing date for Fall semester; October 1 is the priority processing date for Spring semester.)

The Global Student Services Office will provide to admitted applicants information regarding visa regulations, academic advising, and College policies governing international students. Prior to registering for classes, international students will be asked to take tests administered to the general College population. If evaluation of these tests indicates a need for improvement of English language skills, the student will be required to enroll in appropriate language courses. Students accepted to LCC as F-1 and M-1 visa holders, must be enrolled in a declared program of study, and must work toward the completion of that program by maintaining a 2.0 GPA and a full-time course of study each semester.

High School Dual Enrollment Program

This program is designed to provide an opportunity for qualified high school students to earn college credit. High school credit may or may not be granted according to the discretion of the participating high school. High school dual enrollment affords students educational enrichment in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available in the students' high school. Note: some colleges/universities will not allow credit for college courses used to meet high school graduation requirements.

Qualifications for the High School Dual Enrollment Program:

- Completed eighth grade by the first day of the semester of attendance; and
- Working toward high school graduation requirements.

See the [Dual Admissions webpage](#) for the Application Procedures.

Special admission is contingent upon receiving departmental/divisional approval for each class for which the student intends to enroll.

Home School Program

The Home School Program is designed for students who are at least high school freshman level and are being home schooled according to the Michigan Department of Education guidelines. This program is provided to supplement the student's educational plan and to afford

educational enrichment in courses and academic areas not available in the student's home school setting.

Qualifications for the Home School Program:

Applicants must be at least high school freshman level the first day of the semester of attendance.

See the [Dual Admissions webpage](#) for the Application Procedures for the Home School Program.

High School Graduates Under the Age of 18

High school graduates under the age of 18 must complete an application for general admission, which is required only for the first semester of attendance. The applicant must also complete the Under Age 18 High School Graduate Approval form, which is required only for the first semester of attendance after High School graduation. For application procedures, see the [Dual Admissions webpage](#).

Guest Applicants

Guest applicants must:

Complete an application for admission (the online application is recommended). This is required only for the first semester of attendance. See the [Guest Admissions webpage](#) for the Application Procedures for Guest Applicants.

Note: Lansing Community College does not require that guest students submit the Michigan Uniform Guest Student Application. However, the student's home institution may require it. In that case, the student should retain the application in his/her personal records.

Appeal Process for Denial of College Admission

Applicants who meet minimum requirements and are denied admission to the College may appeal the denial. The decision to admit or uphold denial of admission will be based upon the individual merits of the appeal. Appeals submitted with insufficient time to complete the appeal process (eight working days) by the first day of class will be reviewed for the following semester. The appeal process shall consist of the following steps:

Step 1: Admissions Staff Member

If an Admissions staff member denies admission to an applicant, the Admissions staff member shall provide the applicant with a copy of the appeal process. If the applicant wishes to appeal the denial, the staff member shall arrange an appeal meeting or conference call with the Director of Admissions/Registrar or his/her designee, within two working days of the request from the student. If the Director of Admissions/Registrar originally denied admission, the applicant may move directly to Step 3 of the appeal process.

Step 2: Director of Admissions/Registrar

The applicant must submit his or her appeal in writing to the Director of Admissions/Registrar at least one working day prior to the appeal meeting. A decision shall be communicated to the applicant within two working days of the appeal meeting/ conference call and provide the applicant with a written copy of the decision. If the appeal is denied, the Director of Admissions/Registrar shall discuss Step 3 of the appeal process with the applicant. If the applicant wishes to appeal the denial, the Director of Admissions/Registrar shall assist the applicant in contacting the Appeals Coordinator.

Step 3: The Board of Appeals

The Appeals Coordinator shall convene the Board of Appeals within three working days of the applicant's appeal to the Board and advise the applicant of the date, time, and location of the appeal meeting. The Board of Appeals Chairperson shall notify the applicant of the Board's decision within three working days from the date of the applicant's appeal meeting and shall provide the applicant with a written copy of the decision. The Board of Appeals shall consist of the following members:

- Dean of the Student Affairs Division (or his/her designee)
- A member of the teaching faculty
- A counselor
- Appeals Coordinator or his/her designee (as recorder and nonvoting member)

The appeals process for international students shall have the following modification in membership:

Step 1: Global Student Services Specialist or his or her designee

Step 2: Director of Admissions/Registrar

Step 3: Board of Appeals consisting of the following members:

- The Dean of Student Affairs (Chairperson) or his/her designee
- A member of the teaching faculty
- Global Student Services Coordinator
- Appeals Coordinator or his/her designee (as recorder and nonvoting member)

The decision of the Admissions Board of Appeals is final and will be reached by simple majority vote. A copy of the Board of Appeals decision shall be maintained in the Admissions Office for two years.

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