

Item "B"

Attached are "clean-up" admission and retention rules for LCC's technical programs. At our request, the college separated the rules applicable to technical programs into two categories: "rules" -- which set out the criteria for admission and retention (gpa, completion of courses, etc.) and "guidelines," which describe committee membership, and suggest criteria to be considered by admissions committees. The "rules" portion is attached hereto, along with the college's justification for substantive changes, and will substitute for what is presently in the senate rules.

Consistent with other senate rules on admission to programs, the guidelines (how the rules are applied) will not become part of the senate rules. They are available in the Senate Council office or from LCC if anyone would like to examine them. Call or email Cindy Todd (7-5871, ctodd@pop.uky.edu) if you would like a copy.

Both the rules and the guidelines have been approved by the Senate Committee on Admissions and Academic Standards.

Senate Transmittal
Academic Council for Lexington Community College
March 2, 2001

Approved by the Academic Council for Lexington Community College on March 2, 2001 and by the LCC Faculty Council on March 9, 2001.

LEXINGTON COMMUNITY COLLEGE

Proposal to Revise Lexington Community College Admission Rules

Changes in sections 4.2.6.1-4.2.6.3 are indicated with additions underlined and deletions struckthrough.

4.2.6 Rules Relating to Admission to Lexington Community College

4.2.6.1 Admission or Readmission

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Lexington Community College or to any academic program thereof regardless of race, color, religion, sex, marital status, beliefs, national origin, age, sexual orientation, or mental or physical disability.

For admission to the College, an applicant must file an application for admission and submit a completed entering student survey. Health forms may be required of all students, and other supporting documents may be required under the provisions of Senate Rule 4.2.0. These documents must be submitted prior to the first day of classes of the semester, intersession or summer session for which the student plans to enroll. The President of Lexington Community College, with the approval of the Chancellor for the Lexington Campus, may establish an earlier date. Except for non-resident aliens, the President of the College may waive the requirement that supporting documents be filed prior to the first day of classes.

Every non-resident alien applicant whose native language is other than English must have a score of 500 or above on the Test of English as a Foreign Language (TOEFL), or have completed the fifth level of the University of Kentucky English as a Second Language Program, or received grades of A or B in English 101 and 102 (or equivalents) at an accredited American college, or a college in another country where English is the native language. ~~is required to take the Test of English as a Foreign Language (TOEFL) prior to approval for admission. A score of 500 or higher on the TOEFL or an average score of 81 or higher in English Language Skills on the Michigan Test is required for admission, provided that either is obtained within the previous 18 months prior to the first day of classes of the semester for which the applicant is applying.~~ Resident aliens may be requested to take the TOEFL ~~or Michigan Test~~ for guidance purposes. ~~A~~

~~non-resident alien must also submit the results of the American College Test (ACT), Computerized Placement Test (CPT), Advising Student Success Equity Technology (ASSET), or the Computer Adaptive Placement Assessment and Support Services System (COMPASS) in accordance with the policies of the Council on Postsecondary Education.~~

Lexington Community College prefers that applicants for admission have taken the ACT examination. Applicants may be considered for admission, however, on the basis of Scholastic Aptitude Test (SAT) scores. The Director of Admissions shall establish annually an appropriate equivalency table of total SAT and ACT composite scores to be used for admission to selective admission programs. After approval by the College Admissions Committee, this table shall be used by the Admissions Office in judging the qualifications of applicants.

A former student who has been enrolled at another college since his or her last enrollment at the community college, except as a transient, shall apply for readmission as a student with previous college work and shall be subject to regulations and deadlines set forth in the above paragraphs.

4.2.6.2 Admission as a First-Time Freshman

~~Resident students: Kentucky residents~~ Applicants who have not previously attended college are eligible for admission to Lexington Community College with degree status provided they have graduated from high school or secured the GED certificate, ~~or are eligible to take the GED~~ and they file an application for admission by the proper deadline; and they submit the results of the ACT, ASSET, COMPASS, or CPT in accordance with the policies of the Council on Postsecondary Education.

A high school transcript or passing GED official score report may be required.

~~Non-Resident Students: — Applicants who are not residents of the Commonwealth of Kentucky must meet the conditions set forth for the admission of resident applicants. In addition, they must obtain the approval of the President of the community college and meet at least one of the following conditions in order to be admitted:~~

- ~~A — graduate in the top 50 percent of their high school class;~~
- ~~B — score in the 50th percentile (composite) or above for all students taking the ACT nationally;~~
- ~~C — demonstrate through other accepted measures the ability to pursue the college academic program without substantial remedial aid.~~

High School Students:

The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines:

- A The applicant must have completed the junior year of high school with a B average or better.
- B The applicant must submit the following:
 1. Application form
 2. ACT scores

3. Written recommendations from the high school principal and a guidance counselor including certification that the applicant has completed the junior year of high school with a B average or better.
- C The maximum number of courses that may be completed by a high school student under this section is two (2) in any term.
- D Exceptions to these requirements must be approved by the Lexington Community College President (or designee) and documented in the student's record.

Dual Credit Guidelines (Council on Postsecondary Education):

Definition: Dual credit exists when both a high school and a college/university award credit to a high school student for the same course taught on a high school campus.

Admissions Requirements for Dual Credit

- A Recommendation of high school subject area teacher or other appropriate high school official.
- B Certification by high school guidance counselor that student is pursuing the pre-college curriculum.
- C Dual Credit enrollment is restricted to high school seniors.
- D Composite ACT score that exceeds the national mean and a minimum score at the 60th percentile (national) on the discipline area of the ACT and a minimum of 3.25 high school grade point standing on all courses completed at the 9th grade level and higher, or a composite ACT score that exceeds the national mean and a minimum score at the 70th percentile (national) on the discipline area of the ACT and a minimum of 3.0 high school grade point standing on all courses completed at the 9th grade level and higher.
- E SAT scores may be substituted for the ACT. A total SAT score above the national mean to be computed by adding the national mean scores on the verbal and math components of the SAT. (To be substituted for the ACT composite score.) or a minimum score of the 70th percentile (national) on the verbal subscore of the SAT to enroll in dual credit courses in English (or one of the language arts) or a minimum score of the 70th percentile (national) on the math subscore of the SAT to enroll in dual credit courses in math and sciences. (To be substituted for the ACT area scores.)
- F The maximum number of dual credit courses that may be completed by a high school student is four, with no more than two courses in a single discipline.
- G High school students may take no more than two (2) credit courses, including dual-credit, in any regular fall, spring or summer term.

4.2.6.3 Admission of Students with Previous College Work

An applicant with previous college work seeking admission with degree status must submit an official transcript(s) of all previous college work.

Grades, credits, quality points and academic status from courses taken at other community colleges in the University of Kentucky Community College System or the University System are transferred when the student enrolls.

Degree credit work taken at a fully accredited college or university outside of the University of Kentucky is recognized credit hour for credit hour. Quarter hours are recognized as two-thirds ($2/3$) of a semester hour. In order to be classified as fully accredited, a college or university must be a member of a regional accrediting association. Advance standing from a nonaccredited college or university may be obtained by special subject examinations or may be validated by completion of twelve (12) credit hours, excluding courses numbered less than 100, with a grade point of at least 2.0. Coursework from a nonaccredited institution will not satisfy general education block transfer certification requirements.

The President of Lexington Community College is authorized to establish with fully accredited colleges and universities a reciprocal agreement whereby grades received as well as credit earned at a previous institution shall be recognized by the Lexington Community College.

Admission of Second Chance Students

If an applicant for admission from outside the Lexington Community College has less than a C average in all previous college work, the applicant may be considered for admission on probation provided the applicant:

- A has been out of college for at least one semester, or
- B will succeed in the opinion of the President of the College.

Admission as a Non-Degree Student

Persons who desire instruction without wishing to become degree candidates may be admitted as non-degree students. Non-degree students must present satisfactory evidence that they are prepared to take the work desired. Before enrolling in a particular course, such a student must obtain the permission of the instructor and the President of the College. The degree-seeking status of students declaring themselves as "non-degree" will be subject to review and reclassification by the Dean of Student Affairs (or designee) in accordance with policies established at Lexington Community College.

Non-degree students may become degree students after meeting regular admission requirements; however, work taken as a non-degree student will not in itself qualify a person for admission as a degree student. Credit in degree courses earned before a student meets admission requirements will be counted toward a degree.

Admission as a Transient Student

A student may be admitted as a transient or visiting student; however, the student's parent college must certify that the student is eligible to enroll at that institution. Admission as a transient or visiting student is good only for the semester or session for which the student applies.

Section 4.2.6.4 has been completely redone so what follows is the new section as it would appear in the Rules.

4.2.6.4 Admission to and Retention in Technical Programs

Admission to Lexington Community College or any program at the College is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or mental or physical disability.

Admission to the College does not guarantee admission to any Associate in Applied Science Degree program. Admission to these degree programs is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted may be limited by these considerations. If, due to the availability of resources, it becomes necessary for the President to limit enrollment, applicants are reviewed and evaluated by the program admissions committee on a comparative and competitive basis based on the criteria stated in the following sections.

Specific standards for each program are included in the *Lexington Community College Admissions Guidelines for Technical Programs with Selective Admissions* manual.

4.2.6.4.1 Computer Information Systems

All applicants must file a letter of intent with the Computer Information Systems Program Coordinator, plus submit any documents required for admission to the College to the Admissions Office by the published application deadline. Completion of the orientation program for Computer Information Systems and attendance at a pre-admission conference with a Computer Information Systems academic advisor are required.

In order to be considered for admission to the program, a student must:

- A Successfully complete the pre-major course requirements. "Successful completion" is defined as earning a 'C' grade or better in the course, passing the exam for credit for a course, or transferring credit from an accredited institution and earning at least a 2.0 on a 4.0 scale for the course.
- B Meet the prerequisite for the required math course or successfully complete the required math course or a higher level math course.

Preference

- A May be given to applicants who have demonstrated superior ability in the pre-major course requirements.
- B Will be given to Kentucky residents.

A student whose GPA for all CIS and CS courses drops below 2.0 is placed on program probation. A student on program probation whose GPA for all CIS and CS courses drops an additional 0.5 points while on program probation is placed on program suspension and may not continue studies in the Computer Information Systems program. A student on program probation whose GPA for all CIS and CS courses drops below 1.0 is placed on program suspension and may not continue studies in the Computer Information Systems program. A student on program probation whose GPA for all CIS and CS courses rises to 2.0 or above returns to good standing with the program. A student on program suspension must apply and be accepted for readmission in order to resume studies in the Computer Information Systems program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program, submit a written request to the program coordinator presenting evidence to justify readmission, and submit a letter of recommendation from a Computer Information Systems faculty member by the published deadline. A student readmitted after program suspension returns with program probation status. A student may be readmitted after program suspension one time. The Computer Information Systems Admissions Committee may recommend readmission a second time, if a student furnishes sufficient evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion.

4.2.6.4.2 Dental Hygiene

All applicants must submit official high school transcripts or GED results, ACT scores, and an observation/work experience form, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline.

Preference:

- A Will be given to applicants with an enhanced ACT composite score of 21 or above.
- B Will be given to applicants who achieve a GPA of 3.0 or better on a 4.0 scale in post-secondary education on 12 or more hours of college credit. Students with college credit must have at least a 2.0 grade point average to be considered for admission.
- C Will be given to applicants who have completed required biological science courses or the equivalent with a grade of 'B' or better in at least one of these courses.
- D Will be given to Kentucky residents.

In the event two or more students are ranked equally based on these four categories, preference will be given to applicants who have the greatest amount of experience as documented on the observation/work experience form.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has earned a GPA of 3.0 or better on a 4.0 scale on at least 12 semester hours of college credit, has an enhanced ACT composite score of 21 or above, and has completed at least one of the required biological science courses or the equivalent with a grade of 'B' or better.

A student who withdraws from or earns a grade lower than a 'C' in one of the approved science courses and/or in a Dental Hygiene course will not be permitted to continue in the dental hygiene program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program and submit a written request to the program coordinator presenting evidence to justify readmission by the published deadline.

Dependent upon available resources, students transferring from another dental hygiene program may be admitted if they meet all current requirements for admission to the program, apply by the published deadline, and submit a written request to the program coordinator stating anticipated entry date and reason for transfer.

4.2.6.4.3 Dental Laboratory Technology

All applicants must submit official high school transcripts or GED results, and ACT scores, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. A pre-admission conference with the program coordinator (or designee) is required.

Preference:

- A May be given to applicants with an enhanced ACT composite score of 19 or above.
- B May be given to applicants with a GPA of 2.4 or higher on a 4.0 scale on all college work consisting of at least 12 semester credit hours of courses numbered 100 or above.

C Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has earned a GPA of 2.5 or better on a 4.0 scale on 12 or more semester hours of college credit in courses numbered 100 or above.

A student who withdraws from or earns lower than a grade of 'C' in a Dental Laboratory Technology course will not be permitted to continue in the program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program, submit a written request to the program coordinator and submit a letter of recommendation from a Dental Laboratory Technology faculty member by the published deadline.

4.2.6.4.4 Nuclear Medicine Technology

All applicants must submit official high school transcripts or results of the GED, ACT scores if the student has completed less than 12 credit hours in non-remedial courses numbered 100 or higher, and documentation of eight (8) clock hours of observation in a nuclear medicine department, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. Attendance at an advising conference or interview with the program coordinator is required.

Preference:

- A Will be given to Kentucky residents.
- B May be given to qualified applicants with an enhanced ACT composite score of 19 or above, or with a 2.5 GPA or better on a 4.0 scale on all college work consisting of at least 12 semester credit hours of courses numbered 100 or above in the approved curriculum.
- C May be given to qualified applicants of under- represented student populations in accordance with equity policies of the University of Kentucky and Lexington Community College.
- D May be given to qualified applicants who have completed the required mathematics course and the required biological and physical science courses or equivalent courses with a grade of 'C' or better.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has earned a GPA of 3.0 or better on a 4.0 scale on 12 semester hours of college credit applicable to the nuclear medicine technology curriculum, has an enhanced ACT composite score of 21 or above, and has completed the required mathematics and biological science courses or equivalent courses with a grade of 'B' or better for each course.

A student who withdraws from or earns lower than a grade of 'C' in any Nuclear Medicine Technology course will not be permitted to continue in the nuclear medicine technology program. A student must earn a grade of 'C' or better in each required mathematics and science

course in the curriculum in order to remain enrolled in the program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program, submit a written request to the program coordinator and submit a letter of recommendation from a Nuclear Medicine Technology faculty member by the published deadline. A student may be readmitted to the nuclear medicine technology program two times. The Nuclear Medicine Technology Admissions Committee may recommend readmission a third time if a student can furnish evidence of unusual circumstances, remedial study or additional preparation.

4.2.6.4.5 Nursing

All applicants must submit official high school transcripts or results of the GED, and ACT scores or results of the National League for Nursing Pre-Admission Examination RN (NLN) plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. A pre-admission conference is required.

Preference:

- A May be given to candidates who demonstrate above average standing in high school or on the General Education Development Examination (GED).
- B May be given to applicants with an enhanced ACT composite score of 22 or above or score at the 50th percentile or above on the NLN.
- C May be given to applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative GPA of 2.5 or better.
- D Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has a composite score of 24 on the enhanced ACT or 70th percentile on the NLN test and a cumulative grade point average of 3.0 (on a 4.0 scale) on 12 or more credit hours from an accredited college. Admission will be contingent upon meeting the requirement for the mandatory pre-admission conference.

A student who withdraws from or earns lower than a grade of 'C' in a math, biological science, or Nursing course will not be permitted to continue in the program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if by the published deadline, they meet current requirements for admission to the program, submit a written request to the program coordinator presenting evidence to justify readmission, and submit letters of recommendation from two Nursing faculty members in the semester of the Nursing program in which the student was last enrolled. A student may be readmitted to the Associate Degree Nursing Program one time. The Nursing Admissions Committee may recommend readmission a second time, if a student furnishes sufficient evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

Dependent upon available resources, students transferring from another nursing program may be admitted if by the published deadline, they meet all current requirements for admission to the program, submit a written request to the program coordinator stating anticipated entry date and reason for transfer, and submit a letter of recommendation from a faculty member from the program previously attended. If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

4.2.6.4.6 Radiography Program

All applicants must submit official high school transcripts or results of the GED, ACT scores, an observation/work experience form, and verification of attendance at a pre-admission conference, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline.

Preference:

- A May be given to applicants with an enhanced ACT composite score of 21 or above.
- B May be given to applicants who have a cumulative GPA of 2.5 or better on a 4.0 scale on 12 hours of college credits applicable to the Radiography program.
- C May be given to applicants who have completed the required biological and physical sciences and mathematics courses listed in the radiography curriculum with a grade of 'C' or better in each course.
- D Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline if, in addition to completing the application process, the student has a GPA of 3.0 or better on 15 hours of college credit applicable to the Radiography curriculum, and has successfully completed required science and math courses or the equivalent with a grade of 'C' or better in each course.

A student who withdraws from or earns lower than a grade of 'C' in any Radiography course will not be permitted to continue in the Radiography program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if by the published deadline, they meet current requirements for admission to program, submit a written request to the program coordinator presenting evidence to justify readmission, and submit a letter of recommendation from a Radiography faculty member. A student may be readmitted to the Radiography program two times. The Radiography Admissions Committee may recommend readmission a third time, if a student can furnish evidence of unusual circumstances, remedial study or additional preparation. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum.

Dependent upon available resources, students transferring from another radiography program may be admitted if by the published deadline, they meet all current requirements for admission to the program, submit a written request to the program coordinator stating anticipated entry date and reason for transfer, and submit a letter of recommendation from a faculty member from the

program previously attended. If three (3) years or more have elapsed since initial enrollment in a radiography program, the student must repeat the technical courses of the curriculum.

4.2.5.4.7 Respiratory Care

All applicants must submit official high school transcripts or results of the GED, ACT scores if the student has completed less than 12 credit hours in non-remedial courses numbered 100 or higher, and an observation/work experience form, plus any other documents required for admission to the College, to the Admissions Office by the published application deadline. A pre-admission conference is required.

Preference

- A May be given to applicants who have a cumulative grade point average of 2.5 or better on a 4.0 scale on 12 or more credit hours from any accredited college.
- B May be given to applicants with an enhanced ACT composite score of 21 or above.
- C May be given to applicants with health related work experience.
- D Will be given to Kentucky residents.

An applicant may be admitted prior to the published application deadline date if in addition to completing the application process the student has a composite enhanced ACT score of 24 and at least a cumulative grade point average of 3.0 on a 4.0 scale on 24 or more college hours. Admission will be contingent upon a conference with the program coordinator.

A student who withdraws from or earns lower than a grade of 'C' in a Respiratory Care course will not be permitted to continue in the Respiratory Care Program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.

Dependent upon available resources, students may be readmitted to the program if they meet current requirements for admission to program and submit a written request to the program coordinator presenting evidence to justify readmission by the published deadline.

Justification for Proposed Rules Changes

1. The 5th level of the UK ESL program is a reasonable substitute for the TOEFL according to the director of that program. Students who have earned a B or better in ENG 101 and 102 at another accredited college have demonstrated competency in English. The proposed change to allow these alternative routes will save students who have completed to 5th level of the ESL program or ENG 101 and 102 the time and expense of taking the TOEFL.
2. The Admissions Office has been accepting SAT scores in lieu of the ACT, so adding a statement about SAT scores in the Rules will document that practice.
3. In 1991-92 the faculty voted to admit only non-high school graduates who have passed the GED rather than anyone eligible to take the GED. This updated information has been published in the Catalog since that time, so the Rules are being revised to reflect that policy.
4. The Admissions Office has been admitting all students using the criteria listed in the Rules for Kentucky residents, so deleting the separate admission standards for non-Kentucky residents will make our Rules consistent with current procedures.
5. The Dental Hygiene and Nursing programs did not have a written rolling admissions policy, so each program is adding the criteria to be used to admit students before the application deadline.
6. The Dental Laboratory Technology program is revising its admission preference categories to try to establish criteria that will give priority to students who have demonstrated the ability to be successful in college work. The GPA preference is being raised from 2.0 to 2.4. The Dental Dexterity Assessment is being dropped as a preference category since it is no longer considered a good predictor of success by the program faculty, is not required by the program accrediting body, and is not used by most other dental laboratory technology programs. The addition of the requirement of a pre-admission conference is to ensure that applicants understand the expectations of the program and the field.
7. Revisions to the admission rules for selective admission programs are proposed to separate admission requirements from guidelines/procedures. The requirements for admission to the programs remain in the Rules, while the procedures to implement these requirements have been removed from the Rules and are being put into a newly developed Admissions Guidelines Manual. Revision of the information in this Manual will require the approval of the Academic Council for LCC. Procedures for revising the guidelines/procedures plus the requirement that the guidelines and procedures must be evaluated annually are also listed in the Manual.
8. Editorial changes have been made for clarification and for consistency.