

Policy 401 - Admissions

401.1 General Admission

In accordance with **WAC 131-12-010** (app.leg.wa.gov/WAC/default.aspx?cite=131.12.010), Lower Columbia College has an open admission policy that grants admission to the college when, as determined by the chief administrative officer of the college or their designee, the applicant:

1. Is competent to profit from the curriculum offerings of the college; and
2. Would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; and
3. Is eighteen years of age or older; or
4. Has earned a high school diploma or recognized equivalent; or
5. Has applied for admission under the provisions of a student enrollment options program or other local student enrollment options programs. Special programs, also referred to as student enrollment options programs under WAC 131-12-010, and International Programs, may allow applicants under the age of 18 to be admitted to Lower Columbia College. Such special programs include, but are not limited to, Running Start, Open Doors, and International Programs.

Applicants under the age of 18 who are not enrolled in a special program may be admitted to Lower Columbia College if they are deemed able to benefit from the curricular offerings. Admission may be to individual courses or to a program as determined by the Vice President of Student Services or designee.

Some programs may require satisfactory completion of certain prerequisites prior to admission and some may have special admission policies. A few selective programs have large numbers of students seeking admission, so there is no guarantee upon immediate admission.

Students who have not attended the college for two years or longer must reapply for admission to the college. Service members and reservists shall be readmitted to the college if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

401.2 Recruitment Practices of Service Members

Lower Columbia College refrains from providing any commission, bonus or other incentive payment based directly or indirectly on securing enrollment or federal financial aid, including Tuition Assistance funds, to any persons or entities engaged in any student recruitment, admissions activities, or making decisions regarding the award of student financial assistance.

The college also refrains from high-pressure recruitment tactics for the purposes of securing service member enrollments.

Historic Information

- Reviewed by the Executive Leadership Team (ELT): November, 2008
- Campus Review: February 1-22, 2009
- Adopted: February 23, 2009
- (Replaces Policies 402 – 402.2, Approved: July, 2009)
- Reviewed by the ELT: March 10, 2021
- Reviewed by UMCC: March 16, 2021
- Reviewed by Governance Council: April 7, 2021
- Campus Review: April 13-27, 2021
- Approved by the ELT: April 28, 2021
- Reviewed by the ELT: October 4, 2023
- Reviewed by UMCC: November 21, 2023
- Reviewed by Governance Council: December 6, 2023
- Campus Review: January 11-25, 2024
- Approved by the ELT: January 31, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 131-12-010 (app.leg.wa.gov/WAC/default.aspx?cite=131.12.010)	Minimum standards for admission to a community or technical college	VP Student Services/ Registrar