



Standard Operating Procedure

Procedure Title: Evaluation and Acceptance of Transfer Credits

Procedure #: RO.004

Revision #: 004

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 03/03/2023

Initial Approval Date: 01/25/2019

Last Review/Update Date: 03/03/2023

Next Review Date: 03/01/2026

***Does this procedure support a Board Policy?** Yes

If yes, identify: [3.100 – Credit for Previously Acquired Knowledge and Learning Experience](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** Yes

If yes, identify: [2B, 3A, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** No

If yes, identify: N/A

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Evaluation and Acceptance of Transfer Credits, BP 3.100

1. Purpose

To ensure that the College evaluates transfer credit in accordance with Higher Learning Commission (HLC) Criteria for Accreditation and Assumed Practices.

2. Scope

This Standard Operating Procedure (SOP) applies to all Registrar's staff involved with evaluating transfer credits for a determination of their acceptance.

3. Prerequisites

- Approved admission to Lansing Community College (LCC). 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](#).
- Submission of an official transcript sent directly from another institution to LCC via U.S. Mail or electronically using the issuing institution's electronic transcript exchange program.
 - If mailed, the transcript must be unopened, be untampered with, and contain the institution's seal, and the signature of the institution's Registrar.

Mailing Address:

Registrar's Office
Lansing Community College
411 N Grand Ave
Lansing, MI 48933-1215

Transfer credit will be accepted at full value in transfer if:

- A grade of 2.0 or higher is earned in a program, college, or university which offers courses that are comparable to courses offered by LCC, and the program or institution is either accredited or a candidate for accreditation by an accrediting association which is a member of the Council for Higher Education Accreditation (CHEA).
- Earned from institutions with professional accreditation but lacking regional accreditation, with attainment of a grade of 2.0 or higher on a 4.0 scale, providing an evaluation has been completed by appropriate program officials at LCC.

- A grade of “Pass” can be documented to represent competency at a 2.0 level or higher. The course will be recorded as P-Z course credits. With departmental approval, the limitation of the use of P-Z credits are directly related to the degree or certificate in a course of study.
- Earned in courses, programs and other learning experiences with comparable learning outcomes and valid evaluation measures, including third-party expert review.
 - [Credit for Licensure and Certification](#)
 - [Credit Earned in the Armed Services](#)
 - [Credit Earned in Foreign Educational Institutions](#)
 - [Credit by Examination](#)
 - [Credit for Experiential Learning](#)
 - [Credit for Nationally Normed Examination](#)

General Provisos:

Only official transcripts will be evaluated for transfer credits. Credits that appear on an incoming transcript will be considered for transfer only if they represent coursework that was completed at the transcript’s issuing institution.

- If coursework was completed at several institutions, an official transcript must be received from each institution.
- The College will accept as official transcripts only incoming transcripts that have appropriate signatures and/or official college seals and that are sent directly to the [Registrar’s Office](#) from an issuing institution. Contact information can be found on the [Registrar’s Office Page](#).
 - Transcripts or copies of transcripts carried by individuals may be used for academic advising or counseling, placement levels and/or prerequisite waivers. But transfer of credit will NOT be posted to the LCC academic record from transcripts that are not received directly from the issuing institution.
- The Registrar’s Office will verify the official status of all incoming transcripts prior to the evaluation and posting of transfer credit.
- All transcripts submitted for evaluation become the property of LCC, and will be processed accordingly.
- Credits will be accepted regardless of the mode of delivery of the course.
- Credits only, not grades, are transferred.
- Quarter credits will be converted to semester credits (quarter credits x 2/3 = semester credits) rounding up to the nearest hundredth.
- LCC retains the right to grant no credit if coursework is not similar in nature, content, and level to that offered by LCC.
- Developmental courses are not considered college level and do not transfer.
- LCC reserve the right to assess transcripts and award credit as they see fit.

Courses that have previously been evaluated:

If LCC has previously evaluated a course that appears on an incoming transcript, that evaluation will be used. A course that was previously evaluated and posted to the student account will remain on the record except in a situation where an incorrect course was posted to a student record. Equivalencies have been established for the most commonly transferred courses from a number of colleges and universities in Michigan and the surrounding area. To access those equivalencies, please go to the [Transfer Equivalencies web page](#). LCC Registrar's Office maintains records of evaluation of other incoming courses and applies those evaluations consistently.

4. Responsibilities

- Transcript Processing Specialist – Responsible for completing all procedures and adhering to the guidelines as they relate to the acceptance and evaluation of transfer credit.
- Registrar – Responsible for the oversight of the acceptance and evaluation of transfer credit procedure.
- Academic Departments – Assist in reviewing outside course information or syllabi to determine course equivalency.

5. Procedure

This procedure is initiated when an official transcript is received in the Registrar's Office.

1. The Transcript Processing Specialist determines issuing institutions accreditation using Database of Accredited Postsecondary Institutions and Programs (DAPIP) and the academic calendar.
2. The Transcript Specialist will then evaluate to determine placement scores. This allows the student to register for courses without having to take the placement test before their transcript is evaluated for credit.
3. The Transcript Processing Specialist completes the transcript evaluation up to 6 weeks from receipt of official transcript.
 - Transcripts are evaluated using transfer tables or course descriptions found on the institution website. Students may be required to provide the course description or syllabus.
4. If the Transfer Processing Specialist cannot determine an equivalency, the transcript and course description(s) are sent to the appropriate academic department for review. Academic departments may review the [Evaluating Courses for Incoming Transfer Guide](#). The department will return any/all documents along with a decision as to whether or not credit will be granted and provide information on course and credit equivalency.

5. If credits are accepted in transfer, they will be either:
 - Granted equivalence to an LCC course. Credits that are granted course equivalence may be used to satisfy LCC degree and certificate requirements in the same way as the equivalent LCC course.
 - A transfer course which equates to an LCC course, and is lacking one credit or less, will be designated as the equivalent LCC course.
 - Be considered as general credits in a corresponding LCC subject (See [Transfer of General Credits](#)).
 - i. A course that is granted general credits in an LCC program and meets LCC General Education guidelines, may, upon College approval, be used to satisfy LCC General Education requirements. For details, please see “Additional Requirements” on the [LCC General Education](#) webpage.
6. The student will be notified via LCC email when the evaluation is complete.

6. Reference

The following are links to reference documents that will open in a new browser window:

- [Transfer Equivalencies Page](#)
- [Database of Accredited Postsecondary Institutions and Programs](#)
- [Credit by Examination](#)
- [Credit for Nationally Normed Examination](#)
- [Credit earned in Foreign Educational Institutions](#)
- [Credit earned in the Armed Services](#)
- [Credit for Licensure and Certification](#)
- [Credit for Experiential Learning](#)
- [Evaluating Courses for Incoming Transfer Guide](#)
- [National Association of Credential Evaluation Services \(NACES\)](#)

Additional Transfer Information is located in the [College Catalog](#) in the student records – transfer section.

7. Definitions

- [DAPIP](#) – Database of Accredited Postsecondary Institutions and Programs
- [Transfer Tables](#) – A listing of previously determined equivalencies from other institutions