



Standard Operating Procedure

Procedure Title: Transfer of General Credits

Procedure #: RO.019

Revision #: 002

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 03/01/2024

Initial Approval Date: 04/03/2020

Last Review/Update Date: 03/01/2024

Next Review Date: 03/01/2027

***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: [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.



Transfer of General Credits, BP 3.100

1. Purpose

To establish a process governing the award of general credits (non-equivalent 000).

2. Scope

Applies to personnel who evaluate the transfer of general credit. Requests for exceptions can be made under certain circumstances outlined in this standard operating procedure (SOP).

3. Prerequisites

Requests for awarding general credits are allowable only for the following purposes:

- General Associate degree elective(s) which can be requested by a general academic advisor, a program advisor, or Academic Affairs Project Manager (AAPM).
- Specific program requirement(s) which can only be requested by a program advisor or AAPM.
- General education requirement(s) which can only be requested by AAPM.

In addition, please note the following provisos:

- With the exception of Prior Learning Assessments (PLA), general credits must be from a regionally accredited institution and must be college-level (non-developmental).
- Only general credits can used for program substitutions for a maximum of 12 credits unless approved by Academic Affairs or if the credits are being applied to programs that allow more than 12 general credits, such as General Associate GA, Agricultural Technology AAS, Veterinary Technology AAS, Nursing – RN Option AAS, etc.

4. Responsibilities

Academic Advisor and/or Program Advisor – Responsible for evaluating student degree requirements for potential benefit from general credits.

Academic Affairs Project Manager (AAPM) – Responsible for evaluating student degree requirements for substitutions requiring general credits from incoming transcripts.

Transcript and Academic Record Coordinator – Applies general credits from incoming transcripts upon request from either an Academic Advisor, Program Advisor, or AAPM.

5. Procedure

1. An Academic Advisor, Program Advisor, or AAPM determining the need for general credits to complete a student's program requirements may initiate the transfer process by submitting a request to the Registrar's Office.
2. Requests for awarding general credits must be made electronically via Lansing Community College email and must specify the following:
 - a. The specific course(s) to be used from the student's incoming official transcript.
 - b. The requirement(s) the general credits are intended to satisfy.
3. For programs other than the General Associate degree, a substitution form also will be needed per SOP [Program-Level Course Substitutions and Waivers-RO.007](#).
4. The Transcript and Academic Record Coordinator will apply general credits as detailed in the request from the Academic Advisor, Program Advisor, or the AAPM.

6. Reference

n/a

7. Definitions

Prior Learning Assessments (PLA) – Process for students seeking credit for previously acquired knowledge and learning experiences.