

## Standard Operating Procedure

### 1. *Purpose*

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Lansing Community College welcomes students who have already successfully completed college level course work. Accordingly, the college will allow for the transfer and acceptance of credit from other accredited institutions of higher education.

#### **Definition:**

"Transfer" as used here refers to the movement of students from one college, university or other education provider to another and to the process by which credits representing educational experiences, courses, degrees or credentials that are awarded by an education provider are accepted or not accepted by a receiving institution. Transfer and award of credit is a concept that increasingly involves transfer between dissimilar institutions and curricula and recognition of prior-learning experience, as well as transfer between institutions and curricula with similar characteristics. American Association of Collegiate Registrars and Admissions Officers (AACRAO) Joint Statement on the Transfer and Award of Credit

### 2. *Scope*

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This procedure applies to current and prospective students.

### 3. *Essential Information*

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#### **Prerequisites:**

- Approved admission to Lansing Community College. 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 Lansing Community College via U.S. mail or electronically using the issuing institutions electronic transcript exchange program.
  - If mailed, the transcript must be unopened, untampered, contain the institutions seal, and the signature of the institutions Registrar.

#### **Mailing Address:**

1121-Records Office  
Lansing Community College  
PO Box 40010  
Lansing, MI 48901-7210

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

- In a program, college, or university which offers programs that are comparable to programs offered by Lansing Community College, 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)
- From institutions with professional accreditation but lacking regional accreditation, with attainment of a final grade of 2.0 or higher on a 4.0 scale, providing an evaluation has been completed by appropriate program officials at Lansing Community College.
- In courses, programs and other learning experiences with comparable learning outcomes and valid evaluation measures, including third-party expert review.

### **Credits Earned at College-Level Academic Institutions**

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 course work 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 mailed directly to the [Lansing Community College's 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 credit will NOT be posted to the Lansing Community College academic record from transcripts that are not received directly from the issuing institution.*
- *It is the function of the Registrar's office to 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 Lansing Community College.*
- *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.*
- *Lansing Community College retains the right to grant no credit if course work is not similar in nature, content, and level to that offered by Lansing Community College.*
- *Developmental courses are not considered college level and do not transfer.*
- *Receiving institutions reserve the right to assess transcripts of incoming students and award credit as they see fit.*

**If a course on an incoming transcript is determined to be similar in nature, content, and level to that offered by Lansing Community College and the transcript shows:**

- A grade of 2.0 or higher on a 4.0 scale, the credits will be accepted in transfer.
- A grade of "Pass," may be accepted in transfer only if it can be documented that "Pass" represents competency at a 2.0 level or higher and will be recorded as P-Z course credits. With departmental approval, the limitation on the use of P-Z course credits for an LCC degree or certificate may be waived when incoming P-Z credits are directly related to the degree or certificate in a course of study.

### **Courses that have previously been evaluated:**

If Lansing Community College 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 page](#). Lansing Community College Registrar's office maintains records of evaluations of other incoming courses and applies those evaluations consistently.

### **Definitions:**

- DAPIP – Database of Accredited Postsecondary Institutions and Programs
- Transfer Tables – A listing of previously determined equivalencies from other institutions
- [National Association of Credential Evaluation Services \(NACES\)](#)

### **References:**

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 Procedure
- Credit for Nationally Normed Examinations Procedure
- Credit earned in Foreign Institutions Procedure
- Credit earned in the Armed Services Procedure
- Credit for Approved State or National Licensure or Certification
- Credit for Previously Acquired Knowledge and Learning Experience

Additional Transfer Information is located in the College Catalog in the student records- transfer section.

#### **4. Responsibilities**

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- Transcript Processing Specialist- Responsible for completing all procedures and adhering to the guidelines as it relates to the acceptance and evaluation of transfer credit.
- Registrar- Responsible for the oversight of the acceptance and evaluation of transfer credit procedure.
- Academic Affairs- Assists in reviewing outside course information or syllabi to determine course equivalency.

#### **5. Procedure**

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

1. The Registrar's Office receives the official transcript.
2. The Transcript Processing Specialist determines issuing institutions accreditation using DAPIP and the academic calendar.
3. The Transcript Processing Specialist will first 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.
4. The Transcript Processing Specialist completes the transcript evaluation up to 6 weeks from receipt of official transcript.
  - a. Transcripts are evaluated using transfer tables or course descriptions found on institution website. Students may be required to provide the course description or syllabus.
5. If the Transfer Processing Specialist cannot determine an equivalency, the transcript and course description(s) are sent to the appropriate academic department for review. 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.
6. If credits are accepted in transfer, they will be either:
  - Granted equivalence to a Lansing Community College course. Credits that are granted course equivalence may be used to satisfy Lansing Community College degree and certificate requirements in the same way as the equivalent Lansing Community College 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 Lansing Community College subject. A course that is granted general credits in an LCC program and meets LCC Core, MACRAO or MTA guidelines, may, upon college approval, be used to satisfy LCC Core, MACRAO or MTA requirements. Please visit the [Academic Advising website](#) for details.
7. The student will receive an email to their LCC email when the evaluation is complete.



## Lansing Community College - Standard Operating Procedure

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**SOP Name:** Acceptance and Evaluation of Transfer Credits from Other Institutions  
**SOP #:** RO.004

**Name of Committee:** Academic Procedure Advisory Committee  
**Individual Responsible for SOP:** Registrar's Office

**Effective Date:** Fall 2019

**Initial Approval Date:** January 25, 2019  
**Last Review/Update Date:** January 2019  
**Next Review Date:** January 2021

**\*Does this procedure support a Board Policy or a College Operating Policy? Yes**  
**If yes, identify:** [Board Policy 3.009 – 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](#)

**\*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.**