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Institutional Requirements for Certificates of Achievement and Certificates of Completion

Certificates of Achievement and Certificates of Completion are a designated course or groups of designated courses. To receive a Certificate of Achievement or Certificate of Completion from Lansing Community College, a student must meet the following institutional graduation requirements:

1. Complete a program of study approved by the College and consisting of a minimum of 30 semester credits for a Certificate of Achievement and fewer than 30 semester credits for a Certificate of Completion with no more than 10 percent of these credits acquired on the pass/fail (P-Z) grading system. (See [Degree and Certificate Program Pathways webpage](#))
2. Maintain a grade point average of 2.0 or above in all courses required for the certificate.
3. Satisfy any specific requirements on the pathway. These may include, but are not limited to, maintaining a cumulative grade point average in all courses taken at Lansing Community College, higher grade point minimums in specific courses, selective admissions, or other departmental requirements.
4. Earn toward the curriculum at least one-fourth of the semester credits for the certificate in attendance at Lansing Community College. Credits earned through comprehensive exams will not be counted toward this requirement.
5. Satisfy all general and specific requirements of Lansing Community College.
6. No additional certificate will be granted in the same curriculum in which a previous certificate was earned.
7. For 2016 curricula onward, the following CANNOT be used for certificate requirements:
 - a) courses numbered below 100
 - b) courses in Mathematics or Statistics that are not listed on the LCC [General Education Core Areas](#) or the [Michigan Transfer Agreement](#)

- c) courses in English or Writing numbered below 118
 - d) courses in English as a Second Language
 - e) courses in Reading
 - f) courses in non-technical Vocabulary
 - g) courses in Academic Experience numbered other than 100 or 101
 - h) courses in Student Development numbered other than 101
8. Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students seeking a Certificate of Achievement or Certificate of Completion may not follow curricular guides/pathways which predate their first semester of enrollment or are expired.

Revised: 4/29/19

Institutional Requirements for Associate Degrees

To receive an associate degree from Lansing Community College, a student must meet the following institutional graduation requirements:

1. Complete a program of study approved by the College and consisting of a minimum of 60 semester credits with no more than 10 percent of these credits acquired on the pass/fail (P-Z) grading system. (See [Degree and Certificate Program Pathways webpage](#))
2. Maintain a cumulative grade point average of 2.0 or above.
3. Earn toward the curriculum at least 15 semester credits in attendance at Lansing Community College.
4. Satisfy the LCC General Education Requirements for the specific program of study.
5. Satisfy all general and specific requirements of Lansing Community College.
6. For 2016 curricula onward, the following CANNOT be used for degree requirements:
 - a) courses numbered below 100
 - b) courses in Mathematics or Statistics that are not listed on the LCC [General Education Core Areas](#) or the [Michigan Transfer Agreement](#)
 - c) courses in English or Writing numbered below 118
 - d) courses in English as a Second Language
 - e) courses in Reading
 - f) courses in non-technical Vocabulary
 - g) courses in Academic Experience numbered other than 100 or 101
 - h) courses in Student Development numbered other than 101
7. Submit an application for graduation to the Registrar's Office the semester the program requirements are completed, on or before the deadline.

Note: Students seeking an associate degree may not follow curricular guides/pathways which predate their first semester of enrollment or are expired.

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Graduation Honors

Those students who maintain a 3.75 or higher grade point average will be graduated Summa Cum Laude (with highest honors); those who maintain a 3.50-3.74 grade point average will be graduated Magna Cum Laude (with high honors); those with a 3.25-3.49 will be graduated Cum Laude (with honors). Students must complete 40 semester credit hours of work at Lansing Community College to qualify for honors.

General requirements for associate degrees offered by Lansing Community College are presented below. (For specific degree requirements, see [Degree and Certificate Program Pathways webpage](#).)

Associate in Arts: This degree is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree (BA/BS). Students completing this curriculum will also satisfy the Michigan Transfer Agreement (MTA) between most two-year and four-year institutions in Michigan. Requirements: a minimum of 60 credits, including LCC General Education credits, additional credits within a major (African-American History, American Studies, Anthropology, Art History, Business and Accounting, Creative Writing, Criminal Justice, Economics, Education, Art Foundation, Geography, History, Interdisciplinary Humanities, International Studies, Journalism, Literature, Music, Philosophy, Political Science, Psychology, Religious Studies, Social Science, Sociology, Speech Communication, Theatre, Transfer Studies), elective credits, and institutional associate degree requirements.

Associate in Science: This degree is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree (BA/BS). Students completing this curriculum will also satisfy the Michigan Transfer Agreement (MTA) between most two-year and four-year institutions in Michigan. Requirements: a minimum of 60 credits, including LCC General Education credits, additional credits within a major (Biology, Chemistry, Computer Science, Engineering/Physics, Mathematics, Pre-Professional Health Studies, Transfer Studies), elective credits, and institutional associate degree requirements.

Associate in Applied Arts: This degree is designed for students who seek education and the acquisition of skills needed to enter the job market or to advance their current careers. This degree includes a concentration of courses in fields such as the visual arts or the performing arts. Requirements: a minimum of 60 credits, including LCC General Education credits, specific career program requirements, and institutional associate degree requirements.

Associate in Applied Science: This degree is designed for students who seek education and the acquisition of skills needed to enter the job market or to advance in their current careers. This degree includes a concentration of courses in fields such as health care, manufacturing, and construction. Requirements: a minimum of 60 credits, including LCC General Education credits, specific career program requirements, and institutional associate degree requirements.

Associate in Business: This degree is designed for students who seek business education and the acquisition of business-related skills needed to enter the job market or to advance in their

current careers. This degree includes a concentration of courses in areas such as marketing and management. Requirements: a minimum of 60 credits, including LCC General Education credits, specific career program requirements in business-related areas (marketing, for example), and institutional associate degree requirements.

Associate in Fine Arts: This degree is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree (BFA). This degree includes a concentration of courses in the art field. Requirements: a minimum of 60 credits, including LCC General Education credits, specific program requirements in the art field, and institutional associate degree requirements.

General Associate Degree: This degree is a customized program of study that should be approved by an academic advisor. A minimum of 60 credits is required and includes LCC General Education requirements. Students must also complete EITHER a minimum of 12 related credits in an area of study of their own choosing OR the credits required for a selective admissions pre-program.

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LCC General Education Requirements

In order to meet the needs of learners in a constantly changing world, Lansing Community College believes that a common set of skills, knowledge, understanding, and reasoning is indispensable for all students granted an associate degree. This background is essential to every person as a productive worker and citizen and is a foundation upon which an individual can build a lifelong pursuit of knowledge and education. In keeping with these beliefs, the College has established General Education requirements at the college level for students seeking an LCC associate degree. Depending upon the degree, these requirements may be either the General Education Core or the Michigan Transfer Agreement.

The student outcomes expected for each of the Core areas are presented below.

1. Communication
 - Define and explain the nature of the communication process.
 - Use language and nonverbal behavior to express ideas and feelings clearly and responsibly.
 - Participate constructively in group/team discussions/activities.
 - Research, prepare, and present oral and/or visual information effectively.
 - Listen/interpret, with both literal and critical comprehension, in a variety of communication situations.

2. Global Perspectives and Diversity

- Describe and analyze the ways in which societies and/or world civilizations establish socio-cultural order and the effects of these on individuals and the societies and/or world civilizations.
- Describe and analyze how different societies and/or world civilizations have searched for truth, justice, and an understanding of what it means to be human.
- Describe and analyze how major ideologies within societies and/or world civilizations have resulted in peaceful and/or violent solutions to conflicts.
- Describe and analyze how major ideas, issues, values, and institutions in societies and/or world civilizations have shaped cultures and the effects these have on individuals.
- Describe, analyze, and examine the impact of the inclusion and/or exclusion of diverse perspectives of gender and ethnicity by societies and/or world civilizations.

3. Mathematics

- Use the strategies of arithmetic, geometry, and algebra to solve problems and effectively communicate the solutions in a variety of disciplines.
- Use, interpret and produce one or more representations of a function, including graphs in one or more variables.

4. Science

- Discuss and summarize basic knowledge of the nature, scope, purposes, and limitations of science and technology.
- Explain and apply the fundamental concepts of one of the sciences.
- Gather, analyze, interpret, and draw conclusions from empirical data.
- Use scientific knowledge and methods as tools to make decisions about contemporary issues involving science and technology.

5. Writing

- Use reading, writing, and critical thinking skills to analyze, synthesize, and evaluate abstract concepts and concrete information.
- Use the stages of the writing process effectively.
- Properly locate, incorporate, and attribute sources of information.
- Produce effective writings that are targeted to various academic, community, and/or professional audiences.
- Conform to conventions of grammar, punctuation, and spelling.

Information on the Michigan Transfer Agreement can be found on the [Michigan Transfer Agreement webpage](#).

Revised: 10/22/18

How Students Can Satisfy LCC General Education Requirements

For more information, see [General Education Core Requirements webpage](#) or [Michigan Transfer Agreement webpage](#).

All students must fulfill LCC General Education requirements in order to be awarded an associate degree. The ways in which students can satisfy these requirements are presented below. Because these requirements may be revised each academic year, students should consult an academic advisor to stay informed of current options for satisfying General Education Core or Michigan Transfer Agreement requirements. Students should also be aware that not all courses that satisfy the General Education Core transfer to all colleges. Students planning to transfer should see an academic advisor before enrolling in any course.

For degrees requiring the General Education Core, students can satisfy the requirements in any of the following ways:

1. Achieve grades of 2.0 or higher in approved General Education Core courses.
2. Achieve a grade of 2.0 or higher on a Comprehensive Examination, where appropriate and available, for an approved course in a Core area. Upon successfully completing the exam, the student receives LCC credit for the course. (A comprehensive exam is an exam for which the student completes an application, pays the tuition for the course, and receives the grade earned on the exam on his or her transcript. See Credit by Examination procedure.)
3. Achieve a grade of 2.0 level or higher on a Core Area Proficiency Examination, where appropriate and available. Each exam is specific to a single Core area or, for Mathematics, to a particular course, and is administered for a \$50 fee in the Course Testing Center (TLC 104). Core Area Proficiency Examinations may only be taken once to satisfy the Core area. See [General Education Core Requirements webpage](#) for more information.
4. In mathematics, achieve a grade of 2.0 or higher in any non-Core mathematics course (STAT 170, STAT 215, MATH 120 or above).
5. Present evidence of completed Michigan Transfer Agreement from an accredited college or university.
6. Present evidence of an earned associate degree (or higher) from an accredited college or university.
7. If no degree has been earned, transfer in comparable course credit for an approved course from an accredited institution. General credit does not apply unless documentation for the Core area learning outcomes is provided and approved by the Provost.
8. Establish appropriate course credit through the Advanced Placement Examination (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and/or others as recognized by LCC.
9. Establish credit for an approved course through the Experiential Learning Process. See Credit for Previously Acquired Knowledge and Learning Experience procedure.

For degrees requiring the Michigan Transfer Agreement (MTA), students can satisfy the requirements in any of the following ways:

1. Achieve grades of 2.0 or higher in approved MTA courses. (See [Michigan Transfer Agreement webpage](#) for a full list of courses.)
2. Achieve a grade of 2.0 or higher on a Comprehensive Examination, where appropriate and available, for an approved course in an MTA area. Upon successfully completing the exam, the student receives LCC credit for the course. (A comprehensive exam is an exam for which the student completes an application, pays the tuition for the course, and receives the grade earned on the exam on his or her transcript. See Credit by Examination procedure.)
3. Present evidence of completed MTA from an accredited college or university.
4. Present evidence of an earned bachelor degree (or higher) from an accredited college or university.
5. If no degree has been earned, transfer in comparable course credit for an approved course from an accredited institution. General credit does not apply unless approved by the Provost.
6. Establish appropriate course credit through the Advanced Placement Examination (AP). Other areas of prior learning - for example, College Level Examination Program (CLEP), International Baccalaureate (IB), and DANTES Subject Standardized Tests (DSST) - are not applicable to the MTA at this time.

The following do NOT satisfy General Education requirements:

- LCC placement test scores
- A waiver of any course that is also a Core or MTA course
- Completion of higher-level courses that are not approved Core or MTA courses.

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Process for Granting Exceptions to the Institutional General Education Requirements for Associate Degrees

General Education exceptions will be granted only as a result of verifiable college error, e.g. inappropriate advising, inaccurate printed materials. A student who wishes to formally appeal a determination that the General Education requirement for an Associate degree has not been met, should appeal initially to the Division offering the curriculum. The Dean should apply the following parameters in making a determination that an exception to current policy is warranted:

1. Even if a college error has been documented, if the student has the time and ability to take the course(s) necessary to satisfy the requirement, the course(s) should be completed.
2. The College does not waive a General Education requirement. In cases described in #1 above, substitutions are allowed only after consultation with the Dean of the department offering the General Education course for which a substitution will be made.

If the Dean determines that an exception is warranted, a recommendation must be sent to the Academic Affairs Office. The recommendation must include justification for the

recommendation and any relevant documentation. The recommendation will be reviewed, and if any concerns arise, the matter will be further discussed with the Dean. The Academic Affairs Office will inform the student, Registrar, and the Dean in writing of either the approval or denial of the exception.

The final decision for granting exceptions to the institutional General Education requirements rests with the Academic Affairs Office.

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Accommodations for Students with Documented Disabilities

In accordance with the Vocational Rehabilitation Act of 1973, Section 504, colleges must be willing to modify academic requirements to prevent discrimination against eligible students with disabilities. The Center for Student Access, in consultation with department leadership and the Registrar's Office, may review requests for course substitutions which may represent programmatic accommodations.

The expectation for students with documented disabilities is that they will complete all requirements for a Lansing Community College associate degree. This includes the General Education requirements. In cases where a student feels that s/he cannot successfully complete a General Education requirement because of a disability, that student may engage in a dialogue with the Center for Student Access to determine:

- What reasonable accommodations (if any) may exist to minimize the effects of the disability.
- The extent to which a student's prescribed accommodations (if any) have been utilized.

If no reasonable accommodations exist to remediate the effects of the disability on the student's ability to complete the course work, or if the student has failed to successfully complete the course, but has made full use of all approved disability-related accommodations in the past, the ADA/504 Coordinator may meet with the student to discuss options. Please contact the ADA/504 Coordinator at the Center for Student Access:

Center for Student Access
Gannon Building – Starzone
(517) 483-1924
lcc-accessibility@lcc.edu

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How to Apply for a Certificate of Achievement or Certificate of Completion

Prior to submitting an application for a certificate, students should consult with an advisor to review progress toward completing requirements. Substitutions or waivers for program requirements must be approved on a Certificate Pre-Audit form by the department offering the

program. (Substitutions and waivers are not allowed for institutional certificate requirements. See Institutional Requirements for Certificates of Achievement and Certificates of Completion procedure.) Students apply by the deadline the semester they complete the program requirements. Information and the applications are located online at the [Graduation webpage](#).

Procedures are as follows:

1. Complete an Application for Certificate of Achievement or Application for Certificate of Completion. These applications are available at the Registrar's Office and at the [Graduation webpage](#).
2. Attach a copy of the curricular guide (program of study) for the certificate being sought. Note: Students may not follow a curricular guide that predates their first semester of enrollment. The requirements must be met by the semester the curricular guide expires.
3. Submit the application and the curricular guide to the Registrar's Office.
4. If the Registrar's Office determines that there are requirements NOT met, the student will receive written notification indicating the certificate has been denied.
5. If all the requirements are met, the student will receive notification via LCC email indicating that the certificate has been approved.
6. Once awarded, the LCC transcript will show the certificate earned.
7. Certificates are mailed to students during the semester after certificates have been awarded.

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How to Apply for an Associate Degree

Prior to submitting an application for an associate degree, students should consult with an advisor to review progress toward completing requirements. Substitutions or waivers for program requirements must be approved on an authorized form signed by the department offering the program. (Substitutions and waivers are not allowed for institutional degree requirements. See Institutional Requirements for Associate Degrees procedure.) Students apply by the deadline the semester they complete the program requirements. Information and the applications are located online at the [Graduation webpage](#).

Procedures are as follows:

1. Complete an Application for Associate Degree. This application is available at the Registrar's Office and at the [Graduation webpage](#). If substitutions and/or waivers have been approved, a Course Substitution and Waiver Authorization form must be attached to the application when submitted or the application will be denied.
2. Attach a copy of the curricular guide (program of study) for the degree being sought. Note: Students may not follow a curricular guide that predates their first semester of enrollment. The requirements must be met by the semester the curricular guide expires.
3. Submit the application and the curricular guide to the Registrar's Office. If applicable, attach a Course Substitution and Waiver Authorization form.
4. If the Registrar's Office determines that there are requirements NOT met, the student will receive written notification indicating the application has been denied.

5. If all the requirements are met, the student will receive notification via LCC email indicating that the degree has been approved.
6. Once awarded, the LCC transcript will show the degree earned.
7. Diplomas are mailed to students during the semester after degrees have been awarded.

Revised: 4/14/14

Transfer

Students planning to transfer to another institution should be aware that universities and colleges differ widely in the courses they accept for transfer. A student intending to transfer should follow the transfer guide of the institution to which he or she intends to enroll. Transfer guides are not LCC degree guides. In order to achieve maximum transferability of courses, students should consult with an academic advisor. (See [Transfer Information webpage](#) for more information about transfer programs.)

Regulation for the Granting of Additional Associate Degrees

Any student who received an associate degree from Lansing Community College or any other accredited community college may be awarded additional associate degrees subject to the following stipulations:

1. For each additional associate degree, a minimum of 10 semester credit hours must be completed at LCC in the division in which the degree is sought, or on the curricular guide, non-repetitive of previously earned credits. (Note: The institutional associate degree requirement of 15 credits earned toward the curriculum in attendance at LCC must be met by those students not receiving their first degree at LCC.)
2. All requirements for an associate degree in arts, applied arts, science, applied science, business, fine arts or general must be met.
3. The College's General Education Core requirements are satisfied by virtue of the student earning the first associate degree.
4. The College's General Education requirements will be waived by the acceptance of the completed Michigan Transfer Agreement from an accredited community college or university, regardless of whether an associate degree or higher has been completed.
5. No additional degree will be granted in the same curriculum in which a previous degree was earned.
6. For 2016 curricula onward, the following CANNOT be used for degree requirements:
 - a) Courses in Mathematics or Statistics that are not listed on the LCC [General Education Core Requirements webpage](#) or the [Michigan Transfer Agreement webpage](#).
 - b) Courses whose prerequisites do not include college-level reading (Reading Level 5), except Physical Fitness activity courses, career or technical courses, and courses in business, arts, music, and theater.
7. Exceptions to the above should be appealed to the Academic Affairs Office.

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Regulation for Granting an Associate Degree When the Student has an Earned Bachelor's Degree or Higher Degree

A student who has earned a bachelor's degree (or higher) from an accredited college or university may be awarded an associate degree at Lansing Community College subject to the following requirements:

1. For each associate degree, a minimum of 10 semester credit hours must be completed at Lansing Community College in the division in which the associate degree is sought, or on the curricular guide. The Lansing Community College cumulative grade point average must be a 2.0 or above.
2. All requirements for an associate degree in arts, applied arts, science, applied science, business, fine arts or general must be met.
3. The College's General Education requirements are satisfied by virtue of the student earning the bachelor's degree.
4. For 2016 curricula onward, the following CANNOT be used for degree requirements:
 - a) Courses in Mathematics or Statistics that are not listed on the LCC [General Education Core Requirements webpage](#) or the [Michigan Transfer Agreement webpage](#).
 - b) Courses whose prerequisites do not include college-level reading (Reading Level 5), except Physical Fitness activity courses, career or technical courses, and courses in business, arts, music, and theater.
5. Exceptions to the above should be appealed to the Academic Affairs Office.

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Assurance of Quality

Lansing Community College offers assurance to its students; prospective employers; and receiving transfer colleges, universities, and technical training institutions, that individuals who have earned LCC degrees or certificates are competent to perform in their areas of major study.

Transferring students who have earned an official Lansing Community College certificate or degree should be able to perform competently in the area in which they majored or specialized at Lansing Community College.

Non-transferring students who have earned an official Lansing Community College certificate or degree should be able to perform competently in the area in which they majored or specialized at Lansing Community College.

A Lansing Community College graduate may be permitted to retake a specified course or courses, when next offered, with no tuition or fee charge by submitting his or her request to the Registrar's Office along with supporting documentation from the institution to which he or she has transferred or from his or her employer, whichever is appropriate.

Because unused skills and knowledge can decay rapidly, the assurances offered herein will be in effect for one year from the date the course or courses in question were taken at Lansing Community College.