



Standard Operating Procedure

Procedure Title: Credit by Examination

Procedure #: RO.012

Revision #: 002

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 09/01/2023

Initial Approval Date: 10/04/2019

Last Review/Update Date: 09/01/2023

Next Review Date: 09/01/2026

***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: [4A](#)

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

***Does this procedure support a State or Federal Regulation?** N/A

If yes, identify:

***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.



Credit by Examination, BP 3.100

1. Purpose

To allow students who may have previous knowledge or experience to prove competency when appropriate and gain credit by comprehensive or other applicable exams.

2. Scope

This procedure pertains to current students requesting credit for certain courses by taking comprehensive or other applicable exams, program administrators responsible for authorizing testing for credit, faculty members grading the exams, and the Transcript and Academic Record Coordinator.

3. Prerequisites

A student may obtain credit for certain courses by taking a comprehensive or other applicable exam, if available.

Regardless of the number of credits transferred in, Lansing Community College (LCC) Associate Degrees require that at least 15 semester credits toward the curriculum be earned directly from LCC (except for approved consortial programs taught primarily by partner schools), and LCC Certificates of Achievement and Certificates of Completion require that at least one-fourth of the semester credits toward the curriculum be earned directly from LCC (except for approved consortial programs taught primarily by partner schools).

Appropriate credit by examination is applicable toward LCC General Education requirements for all degrees, including degrees that otherwise would require completion of the full Michigan Transfer Agreement (MTA). However, due to statewide rules, credit by examination is not applicable to the MTA endorsement at this time.

4. Responsibilities

- Experiential Learning Coordinator - Responsible for completing all procedures and adhering to the guidelines as it relates to awarding credit by examination.
- Transcript and Academic Record Coordinator – Responsible for applying approved credits to the academic record and managing the retention of the records.
- Registrar – Responsible for the preparation and oversight of the procedure.
- Program Area – Responsible for assisting in scheduling the examination.

5. Procedure

1. The student makes a Credit by Examination request to the Experiential Learning Coordinator.
2. The student will pay the \$150 processing fee per authorized exam by online payment via the [Registrar's Marketplace](#), or by contacting Student Finance for alternate payment options.
3. An instructor will provide an examination only after the student presents the appropriate payment receipt.
4. The student will complete any authorized examinations.
5. The instructor(s) will grade the examination(s).
6. The instructor(s) will forward the examination grade(s) to the Experiential Learning Coordinator and the Registrar's Office.
7. The Transcript and Academic Record Coordinator will add transfer course credit for any examinations earning 2.0 or higher.
 - a. Examinations earning less than a 2.0 will be noted in the advising notes of the student's educational record in the College student information system.
8. Any approved course will post in the semester in which the examination was completed.

The student will receive an official notice to their LCC email when the processing has been completed.

6. Reference

Payment questions may be directed to the Student Finance Office at 517-483-1272, Option 3 or via [email](mailto:Student_Finance@star.lcc.edu) (Student_Finance@star.lcc.edu).

7. Definitions

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