



Credits Earned from Nationally Normed Exams, BP 3.010

1. Purpose

Lansing Community College (LCC) recognizes that students may have previous knowledge or experience as measured by Nationally Normed Exams. Students may receive credit for LCC coursework completed if minimum score requirements are met.

2. Scope

This procedure pertains to LCC students requesting credit for National Normed Exams and Registrar's Office and Academic Affairs staff.

3. Prerequisites

Academic Affairs will determine the minimum score necessary for credit to be awarded and the number of credits to be awarded for each nationally normed exam. Academic Affairs will consult with academic programs regarding the equivalency of nationally normed exams.

4. Responsibilities

- Transcript Processing Specialist – Responsible for completing all procedures and adhering to the guidelines for awarding credit.
- Registrar – Responsible for the preparation and oversight of the procedure.
- Academic Affairs – Responsible for approving or denying credit equivalencies for Nationally Normed Exams.

5. Procedure

1. Students interested in receiving credit from Nationally Normed Exams must request the score report(s) to be sent to the [Registrar's](#) office for evaluation.
 - a. To review established subject equivalences, please visit the [Registrar's Transfer Equivalency webpage](#).
 - b. Nationally Normed Exams include Advanced Placement Program of the College Board (AP), College Level Examinations Program (CLEP), DANTES Subject Standardized Tests (DSST), and the International Baccalaureate Diploma Programme (IB).
2. Based on predetermined equivalencies found on LCC's Transfer Equivalencies webpage, the Transcript Processing Specialist will evaluate transcripts/score reports.
3. After evaluation, the Transcript Processing Specialist will add approved credit to the student's record.

4. Once processing is complete, the Transcript Processing Specialist will send the student an official approval/denial notice to their LCC email.

6. Reference

- Transfer credit information can be found at LCC's [Student Rules, Requirements, and Procedures](#) webpage.
- Questions may be directed to the Registrar's Office at (517) 483-1200 or via [email](#).
- Prior established equivalences for Nationally Normed Exams can be found on the LCC [Transfer Equivalencies webpage](#).

7. Definitions

- AP – Advanced Placement Program of the College Board
- CLEP – College Level Examination Prep
- DSST – DANES Subject Standardized Tests
- IB – International Baccalaureate Diploma Programme



Standard Operating Procedure

Procedure Title: Credits Earned from Nationally Normed Exams

Procedure #: RO.005

Revision #: 002

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 10/28/2022

Initial Approval Date: 02/08/2019

Last Review/Update Date: 10/28/2022

Next Review Date: 10/01/2025

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

If yes, identify: [3.010-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.**