



## Standard Operating Procedure

**Procedure Title:** Transfer of General Credits

**Procedure #:** RO.019

**Revision #:** 001

**Unit Responsible:** Registrar's Office

**Individual Responsible:** Registrar

**Effective Date:** 03/18/2022

**Initial Approval Date:** 04/03/2020

**Last Review/Update Date:** 03/18/2022

**Next Review Date:** 03/18/2025

**\*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**

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To establish a process governing the award of general credits (non-equivalent 000). Requests for exceptions can be made under certain circumstances outlined in this standard operating procedure.

### **2. Scope**

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This procedure applies to all Lansing Community College (LCC) students and personnel who evaluate the transfer of general credit.

### **3. Prerequisites**

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Due to curricular, financial aid, and Veterans implications, LCC will not automatically award General Credits (non-equivalent 000) during the initial evaluation of incoming transcripts. All General Credit 000 equivalencies will be removed from the College webpage.

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

1. General credits that can count only toward the General Associate degree (Requested by general advisors).
2. General Credits that will be substituted for specific program requirements (Requested by program advisors).
3. General Credits that will be substituted for general education requirement (Requested by Academic Affairs).

In addition, please note the following provisos:

- General Credits must be from a regionally accredited institution and must be college level (non-developmental).
- Generally, a maximum of 12 general credits may be awarded per incoming transcript.
- Programs allowing or requiring general credits (GA General Associate, AAS Agricultural Technology, AAS Veterinary Technology, Nursing – RN Option, etc.) are not subject to the 12-credit limitation.
- Requests for more than 12 general credits per incoming transcript will require approval from Academic Affairs during transcript evaluation.

#### **4. Responsibilities**

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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 Evaluation Specialist – apply general credits from incoming transcripts upon request from either an Academic Advisor, Program Advisor, or Academic Affairs Project Manager.

#### **5. Procedure**

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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 LCC email and must specify the following:
  - a. The student's program, including curricular year.
  - b. The specific course(s) to be used from the student's incoming official transcript.
  - c. The requirement(s) the general credits are intended to satisfy.
    - i. 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](#).
3. The Transcript Processing Specialist will apply general credits as detailed in the request from the Academic Advisor, Program Advisor, or the AAPM.

#### **6. Reference**

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N/A

#### **7. Definitions**

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N/A