

Transfer of General Credits

1. Purpose

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

This procedure applies to all Lansing Community College students.

3. Essential Information

Due to curricular, financial aid, and Veterans implications, Lansing Community College will not award general credits (non-equivalent 000) for programs that do not specifically require general credits.

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 requirements (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).
- General credits can be awarded for a maximum of one course per subject.
- 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, etc.) are not subject to the 12-credit limitation.
- Requests for more than 12 general credits or for general credits in more than one subject per transcript will require approval from Academic Affairs during transcript evaluation.

4. Responsibilities

Academic Advisor and/or Program Advisor - responsible for evaluating student degree requirements for potential benefit from general credits

Academic Affairs Project Manager – 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

1. An Academic Advisor, Program Advisor, or Academic Affairs Project Manager 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 RO.007 Program-Level Course Substitutions and Waivers.
3. The Transcript Processing Specialist will apply general credits as detailed in the request from the Academic Advisor, Program Advisor, or the Academic Affairs Project Manager.



Lansing Community College - Standard Operating Procedure

SOP Name: Transfer of General Credits

SOP #: RO.019

Name of Committee, Department, etc.: Registrar's Office

Individual Responsible for SOP: Registrar

Effective Date: Summer 2020

Initial Approval Date: April 3, 2020

Last Review/Update Date: April 3, 2020

Next Review Date: April 3, 2023

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

If yes, identify: [Board Policy 3.009](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support a College Operating Policy?** NA

If yes, identify:

***Does this procedure support a State or Federal Regulation?** NA

If yes, identify:

***Does this procedure support HLC criteria?** Yes

If yes, identify: [4.A.](#)

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.**