

## **POLICY TITLE: ACCEPTANCE AND EVALUATION OF TRANSFER CREDITS FROM OTHER INSTITUTIONS OF HIGHER EDUCATION**

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### **I. Purpose**

The College recognizes that students may have previous academic experience from other institutions that are comparable to our courses. The College reserves the decision to evaluate and award credit value for courses from other accredited and non-accredited institutions of higher education.

### **II. Scope**

This policy applies to all requests for review and evaluation of transfer credits.

### **III. General**

Only official transcripts will be evaluated for transfer credit. The credit value of each of the courses will be determined by Lansing Community College. The College will accept as official transcripts only incoming transcripts that have appropriate signatures and/or official college seals and that are mailed directly to the Lansing Community College Enrollment Services/ Admissions Office from an issuing institution. Transcripts or copies of transcripts carried by individuals may be used for academic advising or counseling, but transfer credits will NOT be posted to the Lansing Community College academic record from transcripts that are not received directly from the issuing institution. It is the function of the Enrollment Services/Admissions Office of the College to verify the official status of all incoming transcripts prior to the evaluation and posting of transfer credit. All transcripts submitted to LCC for evaluation become the property of LCC.

The following evaluation information applies to transcripts received from both accredited and non-accredited institutions of higher education. Additional evaluation information which applies to transcripts from non-accredited institutions may be found under the section entitled Non-Accredited Institutions.

#### **Accredited and Non-Accredited Institutions**

1. Freshman and sophomore level courses are accepted in transfer. Higher level credits are accepted if they correspond to a specific course at Lansing Community College. In most cases, an accepted course will be

considered an equivalent of a corresponding Lansing Community College course or an elective credit. In cases where Lansing Community College does not have a department or area similar to the courses on incoming transcripts, no credit will be given. Credits for courses graded Pass/Fail are not accepted in transfer.

2. Credits only, not grades, are transferred. When the overall grade point average of a transferring student is at or above a 2.0 on a 4.0 scale, the 1.0–1.5 or “D” grades will be accepted. Credits transferred in to specifically fulfill LCC General Education Core requirements and MACRAO requirements, however, must be graded 2.0 (“C”) or higher. When the transferring overall grade point average is below 2.0 on a 4.0 scale, only courses graded 2.0 (“C”) or higher will be accepted. With the exception of credits transferred in to fulfill LCC General Education Core requirements, the student may petition the departmental chairperson of his or her academic department to waive a degree or certificate course requirement(s) in which he or she has previously earned the 1.0–1.5 or “D.” Waiver of a course requirement does not provide credit for a course.
3. No evaluation is made when a student has received a two- or four-year degree from another institution. This may be done upon request, but it is assumed that the student is pursuing an entirely different curriculum and will not need previous course work.
4. A student may request a review of the evaluation if he or she feels that a course description differs from the way in which it was evaluated. A determination on the evaluation will be made by the departmental chairperson in conjunction with the Registrar. Verification of the change can be made through the Enrollment Services/ Registrar’s Office.

### **Non-Accredited Institutions**

The following evaluation information applies to transcripts from non-accredited institutions:

- 1) The Enrollment Services/Registrar’s Office will forward a transcript from a non-accredited institution to the departmental chairperson of the department in which the student has enrolled.
- 2) The departmental chairperson has the following four prerogatives in evaluating transcripts issued by non-accredited institutions:
  - a) Credit may be granted with demonstration by the student of skills commensurate with the performance required for satisfactory completion of existing courses.
  - b) Credit may be granted upon review of the content, goals, and objectives of a particular course with determination of whether the course is on a par with existing courses of the College. It is the

- responsibility of the student to provide requested materials to enable proper evaluation.
- c) Credit may be granted upon demonstration of proficiency in a particular existing course by a comprehensive examination.
  - d) Credit may not be granted.
- 3) The departmental chairperson will return the transcript to the Enrollment Services/ Registrar's Office and indicate in writing the credits granted and the course equivalency at Lansing Community College. The final transcript evaluation will have the signature of the appropriate divisional dean.
  - 4) When two or more instructional departments are involved, the departmental chairperson of the department in which the student is enrolled will be responsible for consulting with the additional departmental chairpersons. When two or more departments are involved, the written reply to the Enrollment Services/Registrar's Office will include the signatures of each respective departmental chairperson and the respective dean.
  - 5) Credits from non-accredited institutions are evaluated by the departmental chairperson of the area in which the student enrolled. If the student changes his or her curriculum, he or she should notify the Enrollment Services/Registrar's Office because there may be a difference in the evaluation.

#### **IV. Responsibility**

The College's Registrar is responsible for preparing procedures to implement this policy.