

POLICY TITLE: CREDIT BY EXAMINATION

I. Purpose

The College recognizes that students may have previous knowledge or experience from other institutions, business or industry resulting in competency for our courses. In these instances, the College will allow when appropriate, students to prove competency and gain credit by comprehensive or other applicable exams.

II. Scope

This policy pertains to students who have requested credit for certain courses and have been granted this request at the discretion of an instructor and department head during the semester in which the student is enrolled.

III. General

Comprehensive Exams

A student may obtain credit for certain courses by passing comprehensive examinations only during the semester in which the student is enrolled. The procedure a student uses to obtain comprehensive examination credit is as follows:

1. The student picks up an application for credit by examination at the Enrollment Services/ Registrar's Office.
2. The student completes the required information on the application and takes the application to the department for instructor and departmental chairperson signatures of approval.
3. After obtaining the required signatures, the student returns the signed application to the Cashier's Office for payment of tuition.
4. The student will complete an examination for each course in which he or she hopes to receive credit.
5. An examination will not be given by the instructor until the student presents the appropriate payment receipt. No more than one examination will be given for a single payment.
6. The examination, after being evaluated by the instructor, will be maintained on file in the departmental office.
7. The Enrollment Services/Registrar's Office will contact the department and request the grade which was earned upon completion of the examination. A grade will be recorded for each comprehensive examination given.

8. The student will receive an official notice of the grade earned at the end of the semester in which the examination was taken or when processing has been completed.

Other Examinations

Lansing Community College accepts credit based on results from the following examinations: College Level Examination Program (CLEP) and the Advanced Placement Examination (AP). Students in need of information about these examinations should contact the Enrollment Services/Registrar's Office.

IV. Responsibility

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