



Standard Operating Procedure

Procedure Title: Course Credits and Federal Compliance Assurance

Procedure #: AA.015

Revision #: 000

Unit Responsible: Academic Affairs

Individual Responsible: Project Manager and Accreditation Liaison Officer

Effective Date: 02/18/2022

Initial Approval Date: 02/18/2022

Last Review/Update Date: 02/18/2022

Next Review Date: 02/01/2025

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

If yes, identify: [3.070-Assignment of Credit Hours](#)

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

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

If yes, identify: [3A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation? Yes - Federal**

If yes, identify: [34 CFR §§602.16\(a\)\(1\)\(viii\), 600.2, and 668.8\(k\) and \(l\)](#)

***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.



Course Credits and Federal Compliance Assurance, BP 3.070

1. Purpose

To implement the Board policy on Assignment of Credit Hours, as well as related factors, in order to meet Higher Learning Commission (HLC) Federal Compliance guidelines.

2. Scope

This Standard Operating Procedure (SOP) covers procedures and practices related to Assignment of Credits, Program Length, and Tuition of the HLC Federal Compliance requirements, including the assignment of credit hours to courses, program length, the evaluation of transfer credits, and requirements for general education (see [Procedure](#) for complete list), as well as the clear communication of these procedures and practices to the Lansing Community College (LCC) community, both internal and external.

3. Prerequisites

The current HLC Federal Compliance Filing by Institutions form and procedures became effective on September 1, 2020.

4. Responsibilities

Accreditation Liaison Officer (ALO) – Responsible for identifying the scope of this SOP, and ensuring the SOP covers all necessary items identified in HLC’s Federal Compliance guidelines.

Academic Affairs Project Manager (AAPM) – Responsible for helping to ensure that all relevant SOPs have been developed and are up to date, and that LCC’s website includes all necessary items and conveys them openly to the public, in accordance with HLC requirements.

5. Procedure

1. The ALO will review HLC requirements and identify all necessary policies, procedures, and practices that must be made publicly available on LCC’s website.

2. The ALO will confirm that the information available on LCC's public-facing website includes appropriate information pertaining to the following:
 - a) Definition of a Credit Hour
 - b) Credit-Bearing Courses Being of Appropriate Rigor
 - c) Program Length
 - d) Minimum Number of Credits Earned Directly From LCC
 - e) Equivalence of Transfer Credits
 - f) Prior Learning Credit (both limited and evaluated/documentated)
 - g) Appropriate Requirements for General Education Credits
 - h) Maximum Academic Load per Semester
 - i) Tuition Rates
3. The AAPM will ensure that information on the LCC website is updated in a timely fashion, in coordination with the ALO's review of necessary information.
4. The ALO and the AAPM will review this information on an annual basis and report to the Student and Academic Affairs Leadership Team (SAALT).
5. Following the annual review, the ALO will inform the President of any policy issues that require the attention of the Board of Trustees.
6. Following the annual review, the ALO and the AAPM will, if necessary, work with the Academic Procedure Advisory Committee (APAC) to ensure that all relevant SOPs are up-to-date.

6. Reference

[HLC Federal Compliance Program Website](#)

7. Definitions

Academic Procedure Advisory Committee (APAC) – The committee designated to develop, approve, and monitor College procedures and practices in accordance with Board policy or other regulatory requirements as necessary.

Accreditation Liaison Officer (ALO) – The individual identified by LCC to serve as a contact point with the Higher Learning Commission, in addition to the College's President. The ALO is expected to be aware of HLC requirements and to guide the College's efforts in relation to compliance.

HLC Federal Compliance – When LCC undergoes its 10-year Comprehensive Evaluation for Reaffirmation of Accreditation, the College must complete the HLC Federal Compliance Overview. This process confirms that LCC is complying with federal regulations pertaining to credits/program length, student complaint records, publication of transfer policies, practices for verifying student identify, publication of student outcome data, and the College's standing with other accrediting agencies.