



Standard Operating Procedure

Procedure Title: Transfer Credit Earned at Foreign Institutions

Procedure #: RO.003

Revision #: 002

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 03/01/2024

Initial Approval Date: 02/08/2019

Last Review/Update Date: 03/01/2024

Next Review Date: 03/01/2027

***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 Credit Earned at Foreign Institutions, BP 3.100

1. Purpose

To outline the process for reviewing and, if appropriate, awarding credit for college-level coursework taken at foreign educational institutions.

2. Scope

This procedure pertains to the Transcript and Academic Record Coordinator and appropriate Academic Departments/Faculty when students submit a request to transfer credits earned at Foreign Educational Institutions.

3. Prerequisites

Persons must be admitted to the College prior to receiving transfer credits.

4. Responsibilities

- Transcript and Academic Record Coordinator – Responsible for completing all procedures and adhering to the guidelines as they relate to awarding credit.
- Registrar – Responsible for the preparation and oversight of the procedure.
- Academic Departments/Faculty – Responsible for approving or denying credit equivalencies for Foreign Institutional coursework.
- Students – Responsible for requesting official documentation be sent to Registrar's Office.

5. Procedure

1. Students with foreign education documentation must work with one of the approved evaluation services listed on the [National Association of Credential Evaluation Services \(NACES\)](#) website to have an evaluation report sent to LCC's Registrar's Office.
2. After LCC's Registrar's Office receives a NACES member evaluation report, the Transcript and Academic Record Coordinator will evaluate coursework.
 - a. If needed, the Transcript and Academic Record Coordinator will request that the student provide translated course descriptions and/or syllabi from the originating institution to make informed course equivalency determinations.

3. Faculty from the appropriate academic departments may be requested to review the evaluation report as well as the course material to provide additional review, as well as approval or denial of course credit(s).
4. After evaluation, the Transcript and Academic Record Coordinator will apply any approved course credits to the student record.
5. When processing is complete, the Transfer Processing Specialist will send an official notice via the student's LCC email.

6. Reference

- [LCC's Admissions webpage](#).
- Additional transfer credit information can be found at LCC's [Student Rules, Requirements, and Procedures](#) page.
- Additional questions may be directed to the Registrar's Office at (517) 483-1200 or via [email](mailto:registrar@star.lcc.edu) (registrar@star.lcc.edu).
- [National Association of Credential Evaluation of Services, Inc. \(NACES\)](#).

7. Definitions

N/A