



Standard Operating Procedure

Procedure Title: Transfer Credit Earned from Nationally Normed Exams

Procedure #: RO.005

Revision #: 003

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? N/A**

If yes, identify:

***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 from Nationally Normed Exams, BP 3.100

1. Purpose

To outline the process of evaluating the score reports of nationally normed exams which may award credit for college-level courses at Lansing Community College (LCC).

2. Scope

Pertains to LCC students requesting credit for national normed exams and Registrar's Office and Academic Affairs staff.

3. Prerequisites

Academic Affairs will determine the minimum score necessary for credit to be awarded and the number of credits to be awarded for each nationally normed exam. Academic Affairs will consult with academic programs regarding the equivalency of nationally normed exams.

4. Responsibilities

- Transcript and Academic Record Coordinator – Responsible for completing all procedures and adhering to the guidelines for awarding credit.
- Registrar – Responsible for the preparation and oversight of the procedure.
- Academic Affairs – Responsible for approving or denying credit equivalencies for nationally normed exams.
- Students – Responsible for requesting official score report(s) be sent to the Registrar's Office.

5. Procedure

1. Students interested in receiving credit from nationally normed exams must request the score report(s) be sent to the [Registrar's Office](#) for evaluation.
 - a. Established subject equivalencies can be accessed on the [Registrar's Transfer Equivalency webpage](#).
 - b. Nationally normed exams include Advanced Placement Program of the College Board (AP), College Level Examinations Program (CLEP), DANTES Subject Standardized Tests (DSST), and the International Baccalaureate Diploma Programme (IB).
2. Based on predetermined equivalencies found on LCC's [Transfer Equivalencies webpage](#), the Transcript and Academic Record Coordinator will evaluate score report(s).
3. After evaluation, the Transcript and Academic Record Coordinator will add approved credit to the student's record.

4. Once processing is complete, the Transcript and Academic Record Coordinator will send the student an official approval/denial notice to their LCC student email.

6. Reference

- Transfer credit information can be found at LCC's [Student Rules, Requirements, and Procedures](#) webpage.
- 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).
- Prior established equivalences for Nationally Normed Exams can be found on the LCC [Transfer Equivalencies webpage](#).

7. Definitions

n/a