



Standard Operating Procedure

Procedure Title: Transfer Credit Earned in the U.S. Armed Forces

Procedure #: RO.006

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 in the U.S. Armed Forces, BP 3.100

1. Purpose

To outline the process for reviewing and, if appropriate, awarding Lansing Community College (LCC) credit for students who have received college-level training in the U.S. Armed Forces.

2. Scope

Pertains to current students requesting credit for coursework that was completed while serving in the U.S. Armed Forces.

3. Prerequisites

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

Guidelines:

A student may obtain credit for certain courses at the discretion of the Registrar's Office as well as the appropriate academic departments by submitting a Joint Services Transcript (JST), Community College of the Air Force (CCAF), or Medical Education & Training Campus transcript (METC) for review.

Training not documented on a JST, CCAF, or METC transcript may qualify for credit through experiential learning.

4. Responsibilities

- Transcript and Academic Record Coordinator – Responsible for completing all procedures and adhering to the guidelines as it relates to the acceptance and evaluation of transfer credit.
- Registrar – Responsible for the preparation and oversight of the procedure.
- Academic Departments/Faculty – Responsible for approving or denying credit equivalencies for military coursework.
- Students – Responsible for requesting official documentation be sent to Registrar's Office.

5. Procedure

1. The student requests a JST, CCAF, or METC transcript to be sent to the Registrar's Office.
2. The Transcript and Academic Record Coordinator will compare the content of the coursework by visiting the [American Council of Education](#) website and the LCC course catalog.
 - a. The Transcript and Academic Record Coordinator will apply approved credit to the student's academic record.
3. If necessary, course materials will be forwarded to the appropriate academic departments for review and determination of credit equivalency.
4. The student will receive an official notice to their LCC student email once processing is complete.

6. Reference

- [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).

7. Definitions

n/a