

Lansing Community College Catalog

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Student Transcripts

The Registrar's Office maintains the permanent official transcript of every student who attends the College. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes courses waived, courses attempted and completed, courses and credits transferred, credits awarded for experiential learning, credit hours, GPA points, Lansing Community College grade point average, current program and major, associate degrees, certificates of achievement, and certificates of completion awarded at the College.

Students may request that a copy of the official transcript be given or mailed to any party by submitting the Transcript Request Form available on the LCC website. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript. A hold may be applied to the release of the transcript of any student or former student who has indebtedness to the College.

Records Policy

Lansing Community College shall not distribute student lists to non-college agencies except as required by law.

In compliance with the Family Educational Rights and Privacy Act of 1974, Lansing Community College provides the following information:

1. Students and/or a parent of a student, if the student is a dependent, have the right to access, inspect, and review all educational records directly related to the student. Upon presentation of pictured identification and a written request from the student to the StarZone, Room 241, Gannon Building, access to all educational records shall be provided within a reasonable period of time (not to exceed 45 days from the date the request is submitted).
2. Educational records include all information maintained by the College that is directly related to the student with the exception of:
 - a. Financial records of the student's parents.
 - b. Confidential letters of recommendation prior to January 1, 1975.
 - c. Confidential letters and recommendations associated with admissions, application for employment, or receipt of an honor or honorary recognition to which students have waived rights of inspection and review.
 - d. Educational records containing information about more than one student. Note that the College must permit access to that part of the record which pertains only to the inquiring student.
 - e. Reports made by physicians, psychiatrists, or psychologists in connection with their treatment.
 - f. Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the originator.
 - g. Records of the law enforcement unit of the College if compiled for law enforcement purposes.
 - h. Records which relate exclusively to individuals in their capacity as College employees.
3. Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the StarZone. The disclosure prevention form remains in effect until the student provides a written release to the Registrar's Office. Directory information includes but is not limited to:
 - a. Name of student
 - b. Dates of attendance
 - c. Enrollment status
 - d. Awards, degrees, or certificates received
 - e. Participation in officially recognized activities
 - f. Sport, weight, and height of members of athletic teams
 - g. Previous educational agency or institution attended
 - h. Email address

Copies of the Request to Prevent Disclosure of Directory Information form and the Family Educational Rights and Privacy Act are available upon request in the StarZone and the Office of the Dean of Student Affairs.

4. Lansing Community College prohibits the release of personally identifiable information other than directory information from educational records without the student's written consent. Exceptions to this statement are listed below:
 - a. Academic and administrative officials, staff, and persons who have entered into a partnership or contract with Lansing Community College and whom the College has determined to have legitimate educational interest. Officials are defined as faculty, administration, support and professional employees, sworn officers of the police and public safety department as part of an investigation and other persons who manage student record information. An official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - b. Other educational institutions in which the student is enrolled or intends to enroll.
 - c. Individuals and organizations who provide financial aid or scholarships to the student.
 - d. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Health and Human Services, the Department of Veterans Administration, the Department of Education, and administrative heads of state and federal educational agencies authorized bylaw.
 - e. Accrediting organizations to carry out their accrediting functions.
 - f. Appropriate authorities in compliance with judicial orders and pursuant to lawfully issued subpoenas. The College shall notify the student of any such orders or subpoenas unless the subpoena or order prohibits notification. The College shall comply with the subpoena ten (10) days after an attempt to notify the student of the request.
 - g. Appropriate parties in an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 - h. Parents who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
 - i. An alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of the crime.
 - j. Military recruiters for the purpose of federal military recruiting as stated in Public Law 104-206, Section 509(2).

Lansing Community College will maintain a record of each disclosure of identifiable information from the external individuals or agencies listed above. The record will be maintained in the Registrar's Office and will include the date, the name and address of the requesting party, the information requested, and the reason for requesting the information. The College reserves the right to correct any error made on an academic record or evaluation and will notify the student in writing of any record or evaluation correction. Staff of the College are subject to the requirements of the Family Educational Rights and Privacy Act of 1974, as amended.

Students have the right to request correction or amendment of information on educational records that are inaccurate, misleading or which violate privacy rights. Due process procedures

for requesting correction or amendment to educational records are stated in the College Catalog under Student Appeals.

Students who feel their rights under the Family Educational Rights and Privacy Act have been abridged may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

Retention of Student Records

In order to respond to audits and remain in compliance with State and Federal regulations, records must be maintained in accordance with the retention policy below.

Grade records shall include the scores/grades of all assessments used to determine the final grade or at minimum, indication of course participation.

Note: Course participation is defined as attendance (a minimum of at least once) or participation as outlined in the following:

1. submitting an academic assignment;
2. taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
3. attending a study group that is assigned by the school;
4. participating in an online discussion about academic matters; initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Records Retention:

1. Instructors must keep -- for a period of one semester following the semester in which the course was taught -- all assessments/evaluations that students are not allowed to keep permanently. Examples of these materials include, but are not limited to, tests, projects, quizzes, final exams, and portfolios. Unreturned assessments/evaluations should be kept through the end of the following semester. For incompletes, refer to the college policy.
2. Each semester, instructors must submit their grade records in compliance with the College Gradebook Policy and the Acceptable Use Policy
3. Note the federal requirement for retention is: Retain until after end of award year in which the student last attended the school, if a loan borrower; or 3 years after end of award year in which documents were submitted, if non-loan student. Federal Law Citation: 34CFR668.24 and 685.309(c)

Revised: 4/14/16

Incoming Transfer Credits

"Transfer" as used here refers to the movement of students from one college, university or other education provider to another and to the process by which credits representing educational experiences, courses, degrees or credentials that are awarded by an education provider are accepted or not accepted by a receiving institution. Transfer and award of credit is a concept that increasingly involves transfer between dissimilar institutions and curricula and recognition of extra-institutional learning, as well as transfer between institutions and curricula with similar characteristics. American Association of Collegiate Registrars and Admissions Officers (AACRAO) Joint Statement on the Transfer and Award of Credit

Lansing Community College welcomes students who have already successfully completed college level course work or acquired college level knowledge and skills in other ways. Transfer credit will be accepted at full value in transfer if earned:

1. In a program, college, or university which offers programs that are comparable to programs offered by Lansing Community College, and the program or institution is either accredited or a candidate for accreditation by an accrediting association which is a member of Council for Higher Education Accreditation (CHEA), or
2. From institutions with professional accreditation but lacking regional accreditation, with attainment of a final grade of 2.0 or higher, providing an evaluation has been completed by appropriate program officials at Lansing Community College.
3. In courses, programs and other learning experiences with comparable learning outcomes and valid evaluation measures, including third-party expert review (not on modes of delivery).

Credits Earned at College-Level Academic Institutions

Course work which is similar in nature, content, and level to that offered by Lansing Community College will be accepted in transfer. Credits will be accepted regardless of the mode of delivery of the course. Credits only, not grades, are transferred. Quarter credits will be converted to semester credits (quarter credits x 2/3 = semester credits), without rounding up. Lansing Community College retains the right to grant no credit if coursework is not similar in nature, content, and level to that offered by Lansing Community College.

Required Transcripts for Course Work to be Evaluated for Transfer Credits

Only official transcripts will be evaluated for transfer credit. Credits that appear on an incoming transcript will be considered for transfer only if they represent course work that was completed at the transcript's issuing institution. If course work was completed at several institutions, an official transcript must be received from each institution. The College will accept as official transcripts only incoming transcripts that have appropriate signatures and/or official college seals and that are mailed directly to the Lansing Community College Registrar's Office from an issuing institution. Transcripts or copies of transcripts carried by individuals may be used for academic advising or counseling, but transfer credits will NOT be posted to the Lansing

Community College academic record from transcripts that are not received directly from the issuing institution. It is the function of the Registrar's Office of the College to verify the official status of all incoming transcripts prior to the evaluation and posting of transfer credit. All transcripts submitted to LCC for evaluation become the property of LCC. Students will receive an email notification once the evaluation is completed.

Required Grade for Transfer Credit to be Granted

If a course on an incoming transcript is determined to be similar in nature, content, and level to that offered by Lansing Community College and the transcript shows:

1. A grade of 2.0 or higher on a 4.0 scale, the credits will be accepted in transfer.
2. A grade below 2.0 on a 4.0 scale, the credits will not be accepted in transfer. With the exception of LCC General Education Core requirements, the student may petition the associate dean of his or her department to waive a degree or certificate course requirement(s) in which he or she has previously earned the 1.0-1.5 or "D". Waiver of a course requirement does not provide credit for a course. The associate dean will notify the Registrar's Office of waivers.
3. A grade of "Pass," may be accepted in transfer only if it can be documented that "Pass" represents competency at a 2.0 level or higher and will be recorded as P-Z course credits. With departmental approval, the limitation on the use of P-Z course credits for an LCC degree or certificate may be waived when incoming P-Z credits are directly related to the degree or certificate in a course of study.

Use of Incoming Transfer Credits to Satisfy Lansing Community College Requirements

If credits are accepted in transfer, they will be either:

1. Granted equivalence to a Lansing Community College course. Credits that are granted course equivalence may be used to satisfy Lansing Community College degree and certificate requirements in the same way as the equivalent Lansing Community College course. A transfer course which equates to an LCC course, and is lacking one credit or less, will be designated as the equivalent LCC course. Transfer students with fewer credits than those awarded for an LCC equivalent course may not have met all requirements of the equivalent course, and should meet with a program advisor.
2. Be considered as general credits in a corresponding Lansing Community College program. A course that is granted general credits in an LCC program and meets LCC Core, MACRAO or MTA guidelines, may, upon college approval, be used to satisfy LCC Core, MACRAO or MTA requirements. See an LCC academic advisor for details.
3. Certain academic programs may require a more specific transfer policy due to specialized accreditation standards. Please contact the respective department for details if applicable.

The Transfer Evaluation Process

Students planning to transfer to LCC should have transcripts from other institutions sent to the College six weeks in advance of registration. When an official transcript is received, freshman and sophomore level courses are reviewed for credit, provided the student has declared a

curriculum (major or program of study). Higher-level credits may be accepted if they correspond to a specific course at Lansing Community College. In situations where Lansing Community College does not have a department or area similar to the courses on incoming transcripts, credit may be denied.

In some programs of study, credits earned in Math, Science, Technology, Health Careers, and/or other rapidly evolving fields may not be accepted in transfer due to age and/or content of courses and will be evaluated by appropriate program officials whether or not the course has been previously evaluated.

Remedial or developmental courses are not considered college level and do not transfer.

Courses that have previously been evaluated

If Lansing Community College has previously evaluated a course that appears on an incoming transcript, that evaluation will be used. A course that was previously evaluated and posted to the student account will remain on the record except in a situation where an incorrect course was posted to a student record. Equivalencies have been established for the most commonly transferred courses from a number of colleges and universities in Michigan and the surrounding area. Those equivalencies may be found on the [Transfer Equivalencies webpage](#). Lansing Community College Registrars maintains records of evaluations of other incoming courses and applies those evaluations consistently.

Changes in students' curricula will not justify a change in how a course has been evaluated by the Registrar's Office. For example, should a student bring in credit for ACCG 210, that evaluation is permanent. If the student's curriculum requires a different ACCG course from that evaluated, if appropriate, a Course Substitution/Waiver form will be filled out at the department level.

Courses that have not previously been evaluated

If a course has not been evaluated previously, the Registrar's Office will inform the student what materials, such as the course syllabus or outline, are needed for evaluation. It is the responsibility of the student to provide requested materials to enable proper evaluation. Once the materials have been received, the Registrar's Office will submit the course documentation for evaluation to the Lansing Community College department that offers similar courses. In some situations, especially if the coursework is from a non-accredited collegiate institution, the department might request additional materials to ensure an accurate evaluation. If additional materials are requested, it is the responsibility of the student to provide them.

When the evaluation is completed, the department will return the documentation to the Registrar's Office and indicate in writing:

1. Whether or not credits are granted;
2. If course equivalency is granted, the course/credits to be granted.

Upon receipt of this evaluation, the Registrar's Office will post the results to the student's academic record.

Credits earned by examination

Credits earned by an examination administered by an accredited institution will be accepted, but only if the institution that administered the examination has granted credits for one of their courses.

Because standards differ for granting credits for national examinations such as AP, CLEP and DSST, credits granted by other institutions for those examinations will not be accepted in transfer. However, scores on those examinations may be submitted for possible LCC credits. See *Nationally Normed Examinations*.

Revised: 4/17/19

Credits Earned in Foreign Institutions

Students with foreign education credentials (other than credits at Lansing Community College sister institutions) should contact one of the following [National Association of Credential Evaluation Services, Inc.](#) (NACES) member credential evaluation services and request a course-specific evaluation. (A course-specific evaluation converts grades, educational experiences, and levels of study into equivalents.) Three of several NACES member credential evaluation services are:

- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, WI 53203-3470; e-mail: eval@ece.org
- World Education Services, Inc., PO Box 5087, Bowling Green Station, New York, NY 10274-5087; e-mail: info@wes.org
- International Education Research Foundation, Inc. (medically-related credentials), P.O. Box 3665, Culver City, CA 90231-3665; e-mail: info@ierf.org

When LCC receives a NACES evaluation report, the Registrar's Office will compare it to the course requirements for the program indicated on the application. If LCC grants credit based on this report, it will become part of the student transcript at LCC.

Credits Earned in the Armed Services

Military Schools - Credit may be granted for degree programs. Recommendations found in the [Guide to the Evaluation of Educational Experiences in the Armed Services](#), published by the American Council on Education, are forwarded to the appropriate program for evaluation. For course work completed by the Defense Language Institute, Foreign Language Center at the Presidio of Monterey in California, credit is routinely granted.

Nationally Normed Examinations

AP ([Advanced Placement Program of the College Board](#)) - Credit or waiver of courses or general credit may be granted for the successful completion of AP courses and examinations. Specific recommendations will be determined by the AP exam grades received. Current required scores and equivalencies may be found on the [Advanced Placement Examination Transfer Equivalencies webpage](#). Official transcripts from the AP Testing Center listing AP exam grades should be sent to the Lansing Community College Registrar's Office.

CLEP ([College Level Examination Program](#)) - Credit for courses or general credit may be granted for the successful completion of General Examinations and/or Subject Examinations. Specific recommendations will be determined by the scores received. Current required scores and equivalencies may be found on the [College Level Examination Program Transfer Equivalencies webpage](#). CLEP transcripts should be forwarded directly to the Lansing Community College Registrar's Office from the CLEP Transcript Service, P. O. Box 6600, Princeton, NJ 08541-6600.

DSST ([DANTES Subject Standardized Test](#)) - Credit or waiver of courses may be granted for the successful completion of DSST examinations. Specific recommendations will be determined by the DSST grades received. DSST transcripts should be forwarded directly to the Lansing Community College Registrar's Office.

IB ([International Baccalaureate Diploma Programme](#)) - Credit or waiver of courses may be granted for the successful completion of IB examinations. Specific recommendations will be determined by the IB grades received. IB transcripts should be forwarded directly to the Lansing Community College Registrar's Office.

Revised: 10/9/12

Credit for Approved State or National Licensure or Certification

Lansing Community College recognizes that current licensure or certification represents learning for which credit may be granted. Therefore, the College assesses national and state licenses as part of its credentialing function. Any student who has applied to Lansing Community College may apply for license or certification credit evaluation. The following is a list of current licenses and certifications which may be considered for credit by the program indicated. Students, whose license or certificate is not included, are encouraged to meet with the appropriate LCC academic department for further information.

Licensure/Certification	Program (Credit)
Federal Aviation Administration Airframe Mechanic Certification	Aviation Technology Program (Aviation credit)
Federal Aviation Administration Powerplant Mechanic Certification	Aviation Technology Program (Aviation credit)
Child Development Associate credential issued by the Council for Professional Recognition	Child Development Program (CHDV credit)
State of Michigan Basic EMT License or National Registry EMT Certification	Emergency Medical Services Program (EMTA credit)
State of Michigan EMS Instructor Coordinator License	Emergency Medical Services Program (EMTA credit)
State of Michigan Paramedic License prior to 2002 and/or National Registry for EMT-Paramedic Certification	Emergency Medical Services Program (PARA credit)
Registered Electroencephalographic Technologist (R.EEG.T.) National Certification	Neurodiagnostic Technology (NDXT credit)
State of Michigan Licensed Practical Nurse	Nursing Program (NURS credit)
State of Michigan Paramedic License prior to 2002 and/or National Registry for EMT-Paramedic Certification	Nursing Program (NURS credit)
State of Michigan Respiratory Therapist License	Nursing Program (NURS credit)
State of Michigan Fire Fighters Training Council <ul style="list-style-type: none"> • Fire Fighter I & II Certification* • Occupational Health and Safety for the Fire Service = Incident Safety Officer and Health and Safety Officer* • Strategy and Tactics* • Hazardous Materials Chemistry = State Hazmat Technician (40 hour course)* • Fire Officer I and 2* • Blue Card* 	Public Service Careers Program (FIRE credit)

Students should consult with an advisor in the program from which credit is being sought prior to submitting an application processing form for assessment. Credit is limited to specific credentials. Additional experience and/or documentation unique to each credential may be required. Students may contact Registrar's Office, Gannon Building, (517) 483-1200 to determine which college program will perform the assessment. A non-refundable \$50 processing fee must be submitted with this application and required documentation to the Student Finance Office. A \$50 flat fee will be charged upon the granting of credits and will be

entered on the student's academic record as "Licensure/Certification Credit." Fees are subject to change by the Board of Trustees. Payments made after the end of the semester for which credit was approved, will have Licensure/Certification Credit posted the following semester. A student will have three (3) months from the date of credit authorization to pay the \$50 flat fee.

*Credit is awarded for this certified training after the student has completed 75% of the course work. For more information on how these certifications fit into an associates program, see the LCC Fire Science webpage at <https://lcc.edu/learning/areas-of-study/health-public-service/fire-science/>.

Note: Lansing Community College's decision to award credit for licensure or certification does not obligate any other institution to accept such credits in transfer. Receiving institutions reserve the right to assess transcripts of incoming students and award credit as they see fit. Credits received by students that are based on licensure or certification will not be used to award financial aid or veteran's benefits, but will be considered in determining eligibility. Some Lansing Community College courses are excluded from licensure or certification consideration.

Lansing Community College does not accept the transfer of credit for licensure or certification awarded at other institutions.

Revised: 04/17/19

Other Experiences (Workshops, Seminars, etc.)

Lansing Community College may grant credit for a non-collegiate course, workshop, or seminar that is similar in nature, content, and level to a Lansing Community College course and require the student to demonstrate the quality of their learning achievement through measurable means, e.g. final course examination, comprehensive examination, etc. Such credit will be granted only if the student received an evaluation equivalent to a grade of 2.0 or higher, there is an equivalent Lansing Community College course, and the Lansing Community College department offering that course approves granting credit for that course. Contact the appropriate department office for specific details.

A non-refundable \$50 processing fee and in-district tuition at 50% of the current rate in effect for the semester in which credit is awarded, will be charged for all credits granted and entered on the student's academic record. Fees are subject to change by the Board of Trustees. Payments made after the end of the semester for which credit was approved, will have credit posted the following semester. A student will have three (3) months from the date of credit authorization to make selections and pay all fees in full.

Appeal Procedure

Students who believe these Guidelines and Procedures have not been implemented accurately in the evaluation of their transfer credits may initiate an appeal with the Registrar's Office in conjunction with the appropriate area or department. If dissatisfied with appeal results, the standard academic appeal process is available.

Credit for Previously Acquired Knowledge and Learning Experience

Lansing Community College recognizes that learning outside of the classroom is valid. Therefore, the College assesses extra-institutional learning as part of its credentialing function. Any student who has applied to Lansing Community College may apply for experiential learning credit by obtaining an Experiential Learning Processing Form from the Registrar's Office, Room 241 Gannon Building, (517) 483-1200.

Note: Lansing Community College's decision to award credit for experiential learning does not obligate any other institution to accept such credits in transfer. Receiving institutions reserve the right to assess transcripts of incoming students and award credit as they see fit. Credits received by students that are based on experiential learning may not be used for financial aid or veteran's benefits eligibility. Some Lansing Community College courses are excluded from experiential learning consideration.

Lansing Community College does not accept the transfer of credit for experiential learning awarded at other institutions.

Application Procedures

Relevant aspects of personal and professional experience gained through actual job-related activities and special training experiences may be applied to an academic program at Lansing Community College. Learning experiences must directly relate to a specific course or courses required within a Lansing Community College program (curriculum) or the LCC General Associate Degree. These experiences must have been obtained from a nonacademic source or not otherwise be available for academic credit through the transfer process outlined earlier. The student will be asked to declare his or her program of study on the Experiential Learning Application.

Prior to payment of a \$50.00 processing fee and submission of a portfolio of supporting documents, the student is advised to review with the academic department in which credit is being sought the probability of credit being granted. Students must then submit the completed Experiential Learning Processing Form to the Registrar's Office including as much supporting documentation as possible. The student must also attest by his or her signature that the information submitted is true to the best of his or her knowledge. The processing fee must accompany submission of the form and portfolio. The processing fee is not refundable.

Documentation

The student must document all experiential learning. The purpose of the documentation is to substantiate that a student's knowledge and/or experience equates to specific Lansing Community College courses. The documentation must therefore be arranged within the application portfolio on a course-by-course basis and should demonstrate knowledge and/or skill equivalent to at least 80 percent of the course objectives. Documentation may be defined as, but not limited to, complete job descriptions, copies of course materials and outlines, certificates, training reports, signed supervisory verifications and evaluations on letterhead, and any other descriptive information that may provide a clear understanding of a student's background and competencies. Lansing Community College requires certification that the work or training experience is the student's own. The College will retain the portfolio containing the Experiential Learning Processing Form and all supporting documents.

Assessment of Portfolio

The completed Experiential Learning Processing Form and portfolio of supporting documents will be forwarded by the Registrar's Office to the appropriate divisional academic leader. The academic leader will assign the portfolio to an appropriate and impartial assessor for review and credit assessment. Assessors have the responsibility for evaluation and assignment of academic credit for experiential learning.

In the evaluation process, the assessor will verify the relevance of the information stated on the Experiential Learning Processing Form and the accompanying documentation as it equates to the courses requested. The authorization of credit must be stated in terms of equivalent courses that are offered by LCC.

Applicability of Credit

In determining whether it is appropriate to accept a student's experiential learning for credit, the major considerations should be the student's educational objective and extra-institutional learning achievement. The assessor will determine from documentation submitted the courses for which the student can be granted experiential learning credit. The student is responsible for determining how these courses may fit within their academic program (curriculum). Credit for experiential learning will be recorded on a student's official transcript on the basis of course-by-course equivalency and shall be prominently identified as credit for experiential learning. A maximum of 45 semester hours of experiential learning credit may be applied towards an LCC associate degree. (Fifteen credits toward the curriculum must be earned in attendance at Lansing Community College.)

Student Appeal Procedures

Students who believe the evaluation of their experiential learning is incorrect may file a written appeal to the dean of the division in which the experiential learning credit is being sought. Appeals must be received within six months from the date the credit application was assessed. In such instances, the dean will conduct a procedural review to ensure that the student has been treated in a fair and nondiscriminatory manner. The decision of the dean shall be final.

Credit by Examination

Comprehensive Exams

A student may obtain credit for certain courses at the discretion of an instructor and department head 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 StarZone in the Gannon Building.
2. The student completes the required information on the application and takes the application to the department for approval.
3. After obtaining the required signatures, the student returns the signed application to the Student Finance Office for payment of in-district 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 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.

Revised: 10/9/12