

Credit by Examination

1. Purpose

Lansing Community College recognizes that the students may have previous knowledge or experience from other institutions, business or industry resulting in competency for our courses. In these instances, the college will allow, when appropriate, students to prove competency and gain credit by comprehensive or other applicable exams.

2. Scope

This procedure pertains to current students requesting credit for certain courses by taking comprehensive or other applicable exams.

3. Essential Information

A student may obtain credit for certain courses at the discretion of the faculty and Associate Dean or their designee by taking comprehensive or other applicable exams.

4. Responsibilities

- Degree Audit Specialist - Responsible for completing all procedures and adhering to the guidelines as it relates to awarding credit by examination.
- Registrar - Responsible for the preparation and oversight of the procedure.
- Program Area - Assist in the approval and coordinates the scheduling of the examination.
- Appropriate Faculty Chair or Program Lead - Responsible for approving or denying the initial request for credit by examination.

5. Procedure

1. The student contacts the faculty member and the Associate Dean (or their designee) to obtain authorization for approval to complete the application for credit by examination. Not all courses offer this option.
2. The student obtains an Application for Credit by Examination at the StarZone in the Gannon Building or at the department.
3. The student completes the required information on the application and takes the application to the department for approval and to schedule the exam(s).
4. After obtaining the required signatures, the student returns the signed application to the Student Finance Office for payment of tuition at the in-district tuition rate.

5. The student completes an examination for each Application for Credit by Examination they submit.
6. An examination will not be given by the faculty until the student presents the appropriate payment receipt. No more than one examination will be given for a single payment.
7. The examination, after being evaluated by the faculty, will be maintained on file in the departmental office.
8. The Degree Audit Specialist 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.
9. The grade will post at the end of the semester in which the examination was completed.



Lansing Community College - Standard Operating Procedure

SOP Name: Credit by Examination

SOP #: RO.012

Name of Committee: *Academic Procedure Advisory Committee*

Individual Responsible for SOP: *Registrar's Office*

Effective Date: Fall 2019

Initial Approval Date: October 4, 2019

Last Review/Update Date: October 4, 2019

Next Review Date: October, 2022

***Does this procedure support a Board Policy or a College Operating Policy? Yes**
If yes, identify: [Board Policy 3.009](#)

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](#)

***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.**