

Standard Operating Procedure:

1. *Purpose*

Lansing Community College recognizes that students may have previous knowledge or experience from foreign educational institutions. Students may receive credit for coursework completed when approved by the Registrar's Office.

2. *Scope*

This procedure pertains to current students requesting credit for credits earned at Foreign Educational Institutions.

3. *Essential Information*

Prerequisites:

- Complete an application to Lansing Community College. Persons interested in applying for general admission to the College should complete and submit an online or paper application using the instructions found on the [Admissions webpage](#).

References:

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

4. *Responsibilities*

- Transcript Processing Specialist- Responsible for completing all procedures and adhering to the guidelines as it relates 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.

5. *Procedure*

1. Students with foreign education credentials (other than credits at Lansing

equivalents.) For a complete listing of NACES members, visit the [NACES](#)

2. After LCC receives a NACES member evaluation report the Registrar's office for evaluation the Transcript Processing Specialist will evaluate coursework.
3. If needed, the Transcript Processing Specialist will request the student to provide translated course descriptions and/or syllabi from the originating institution to make informed course equivalency determinations.
4. 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).
5. After evaluation, the Transcript Processing Specialist will apply any approved course credits to the student record.
6. The student will receive an official notice to their LCC email when processing is complete.



Lansing Community College - Standard Operating Procedure

SOP Name: Credits Earned at Foreign Educational Institutions

SOP #: RO.003

Name of Committee: Academic Procedure Advisory Committee

Individual Responsible for SOP: Registrar's Office

Effective Date: Fall 2019

Initial Approval Date: February 8, 2019

Last Review/Update Date: February 22, 2019

Next Review Date: February 1, 2022

***Does this procedure support a Board Policy or a College Operating Policy? Yes**

If yes, identify: [Board Policy 3.009 - 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](#)

***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.