

## Standard Operating Procedure:

### 1. *Purpose*

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Lansing Community College recognizes that students may have previous knowledge or experience as measured by Nationally Normed Exams. Students may receive credit for Lansing Community College coursework completed if minimum score requirements are met.

### 2. *Scope*

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This procedure pertains to Lansing Community College students requesting credit for National Normed Exams.

### 3. *Essential Information*

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#### 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](mailto:registrar@lcc.edu).
- Prior established equivalencies for Nationally Normed Exams can be found on the LCC [Transfer Equivalencies page](#).

#### Definitions:

- AP – Advanced Placement Program of the College Board
- CLEP - College Level Examination Prep
- DSST – DANTEs Subject Standardized Tests
- ID – International Baccalaureate Diploma Programme

### 4. *Responsibilities*

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- 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 Affairs- Responsible for approving or denying credit equivalencies for Nationally Normed Exams.
- Academic Divisions- Responsible for reviewing official transcripts and course materials to provide additional review of approval or denial or course credit.

## **5. Procedure**

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1. Students wishing to receive credits from Nationally Normed Exams must submit

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2. \_\_\_\_\_

2. Students request to have their AP, CLEP, DSST, or IB official transcripts/score report be sent to the Registrar's office for evaluation.
3. Academic Divisions may be requested to review official transcripts as well as the course material to provide additional review and approval or denial of course credit(s).
4. Based on predetermined equivalencies found on LCC's [Transfer Equivalencies webpage](#) the Transcript Processing Specialist will evaluate transcripts/score reports.
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 once processing is complete.



## Lansing Community College - Standard Operating Procedure

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**SOP Name:** Credits Earned from Nationally Normed Exams

**SOP #:** RO.005

**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.**