

Standard Operating Procedure:

1. Purpose

Lansing Community College recognizes that students may have previous knowledge or experience from serving in the armed services. Students may receive credit for coursework completed when approved by the appropriate academic program.

2. Scope

This procedure pertains to current students requesting credit for coursework completed while serving in the armed services.

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](#).

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.

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.

4. Responsibilities

- Transcript Processing Specialist- 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.

5. Procedure

1. The student submits a JST or CCAF transcript for review to the Registrar's Office.
2. The Transcript Processing Specialist will compare the content of the coursework by visiting the [American Council of Education](#) website and the LCC course catalog.
 - a. The Transcript Processing Specialist will apply approved credit to the student's academic record.
3. If additional approval is needed, 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 email once processing is complete.



Lansing Community College - Standard Operating Procedure

SOP Name: Credits Earned in the Armed Services

SOP #: RO.006

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: [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.