



## Credit by Examination, BP 3.010

### **1. Purpose**

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Lansing Community College recognizes that 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**

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

### **3. Prerequisites**

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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.

Regardless of the amount of credits transferred in, LCC Associate Degrees require that at least 15 semester credits toward the curriculum be earned in attendance at LCC, and LCC Certificates of Achievement and Certificates of Completion require that at least one-fourth of the semester credits toward the curriculum be earned in attendance at LCC.

### **4. Responsibilities**

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- Transfer Processing 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**

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1. The student contacts the instructor and the department head to obtain authorization for approval to complete the application for credit by examination. Not all courses offer this option.
2. The student completes the required information on the application and takes the application to the department for approval and to schedule the exam(s).

3. After obtaining the required signatures, the student returns the signed application to the Student Finance Office for payment of the \$150 processing fee.
4. 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.
5. The student will complete an examination for each course in which he or she hopes to receive credit.
6. The examination, after being evaluated by the instructor, will be notated on the Credit by Exam application and signed by the faculty member.
7. The completed Credit by Exam application will then be forwarded to the Registrar's office for the Transcript Processing Specialist to add transfer course credits for any exams earning 2.0 or higher. Exams earning less than a 2.0 will be noted in the advising notes of the student's educational record in the College student information system.
8. Any approved course will post in the semester in which the examination was completed.

The student will receive an official notice to their LCC email when the processing has been completed.

## **6. Reference**

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N/A

## **7. Definitions**

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N/A



## Standard Operating Procedure

**Procedure Title:** Credit by Examination

**Procedure #:** RO.012

**Revision #:** 001

**Unit Responsible:** Academic Procedure Advisory Committee (APAC)

**Individual Responsible:** Registrar's Office

**Effective Date:** 05/18/20

**Initial Approval Date:** 10/04/2019

**Last Review/Update Date:** 06/02/2020

**Next Review Date:** 06/01/2023

**\*Does this procedure support a Board Policy? Yes**

**If yes, identify:** [3.010 – 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](#)

**\*Does this procedure support a State or Federal Regulation? N/A**

**If yes, identify:**

**\*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.**