

Transfer of Credit Procedure	Procedure Number	3.18P
	Effective Date	February 8, 2013

1.0 PURPOSE

Laramie County Community College (LCCC) accepts credit from regionally accredited post-secondary institutions in the United States. Credits earned at international post-secondary institutions are reviewed on a case-by-case basis. Credit for military experience is awarded for degree applicable courses as listed in the American Council of Education recommendation. Transfer credit may be applied to degree programs at LCCC. The purpose of this procedure is to identify what credit may be applied to degrees at LCCC.

2.0 REVISION HISTORY

Adopted on: 2/8/13

Revised on: 5/22/18

3.0 PERSONS AFFECTED

Applicants, current students, Student Services employees, academic advisors, and faculty are affected by this procedure.

4.0 DEFINITIONS

- A. *Degree-applicable* – Class or credit that meets the requirement for a degree program at Laramie County Community College
- B. *Degree-seeking Student* – A student who has indicated the intention to complete a degree or certificate at Laramie County Community College
- C. *Equivalent* – Course is determined by the Office of the Registrar to have content similar to an LCCC course and may be substituted for a specific LCCC course.
- D. *Excess Credit* – Any credits that are not applicable toward a degree or credential requirement are considered “excess credit” which may not be accepted in transfer
- E. *Freshman and Sophomore Level Courses* – Courses generally taken by freshman and sophomore level students as designated by the college. Freshman and sophomore level courses are commonly referred to as “lower division” and are commonly designated with course numbers in the 100 or 200s or 1000 and 2000s.
- F. *Joint Services Transcript* – A comprehensive record of a service member’s military occupational experience and training that includes data from the Army, Coast Guard, Marine Corps, and Navy
- G. *Junior, Senior and Graduate Level Courses* – Courses generally taken by junior, senior and graduate level students as designated by the college. Junior, senior and graduate level courses are commonly referred to as “upper division” and are commonly designated with course numbers in the 300 or 400s and higher or 3000 and 4000s and higher.

- H. *PLA (Prior Learning Assessment) Portfolio* – A form of individualized PLA3 assessment where a collection of learning from a variety of experiences is submitted for evaluation by faculty for possible award of credit.
- I. *Prior Learning Assessment (PLA)* – Previous college-level learning, including experiential learning acquired through work and learning outside of the traditional classroom, or by formal instruction and/or assessment (i.e. CLEP, AP), which results in the acquisition of skills and/or knowledge which may be equivalent to learning at Laramie County Community College or other institutions of Higher Education
- J. *Regionally Accredited* – Accredited by one of the regional accrediting bodies recognized by the US Department of Education

5.0 PROCEDURES

- A. Transfer from regionally-accredited, post-secondary institutions in the United States and post-secondary Institutions in Canada
 - 1) Students must submit official copies of transcripts from each institution attended.
 - 2) Transcript evaluations are completed for students who apply for admission.
 - 3) Grades of “C” or higher in freshman and sophomore level courses will transfer to LCCC as completed courses.
 - 4) Degree-applicable junior, senior and graduate-level courses may be accepted in transfer for degree seeking students upon student request for a course substitution to the Office of the Registrar.
 - 5) GPA does not transfer into LCCC.
 - 6) The Office of the Registrar determines course equivalencies. If the equivalency is not readily apparent, the determination is made in consultation with academic departments and divisions.
 - 7) Courses without LCCC equivalents may transfer to LCCC. The title of the course and credit hours are listed on the LCCC transcript as they are listed on the transcript from the transfer institution, but the course will not be associated with any parallel course from LCCC.
 - 8) Students may be required to submit course descriptions or syllabi if the content of a course is not readily apparent or is not on file with the Office of the Registrar.
 - 9) Programs with specialized technical requirements may choose to ask students to retake classes taken more than five (5) years ago.
 - 10) If a student has taken courses at an institution using quarter credits or units other than semester credits, Office of the Registrar will convert the quarter credits/units to semester credits at a rate of 2/3 semester hour per quarter hour, accurate to the nearest .5 semester hours.

If a course is transferred as a required course for a degree or credential, it will be accepted as the equivalent LCCC course. If the course is not the same semester hours as the course at LCCC, the student will still need to meet program hours for graduation.

Conversion of Quarter Hours to Semester Hours

Quarter Hours	Semester Hours
1	.5
2	1
3	2
4	2.5
5	3
6	4


- B. Transfer from international post-secondary institutions (other than Canadian institutions)
- 1) Students must submit transcript evaluations through a National Association of Credential Evaluation Services (NACES) member organization.
 - 2) Transcript evaluations are completed for students who apply for admission.
 - 3) Grades of "C" or higher in freshman and sophomore level courses will transfer to LCCC as completed courses.
 - 4) Degree-applicable junior, senior and graduate-level courses may be accepted in transfer for degree-seeking students upon student request for a course substitution to the Office of the Registrar.
 - 5) GPA does not transfer into LCCC.
 - 6) The Office of the Registrar determines course equivalencies. If the equivalency is not readily apparent, the determination is made in consultation with academic departments and divisions.
 - 7) Courses without LCCC equivalents may transfer to LCCC. The title of the course and credit hours are listed on the LCCC transcript as they are listed on the transcript from the transfer institution, but the course will not be associated with any parallel course from LCCC.
 - 8) Students may be required to submit course descriptions or syllabi if the content of a course is not readily apparent or is not on file with the office of the Registrar.
 - 9) Programs with specialized technical requirements may choose to ask students to retake classes taken more than five years ago.
 - 10) International credit is accepted at the discretion of the Registrar.
- C. Credit for Military Experience
- 1) Students must submit a Joint Services transcript or appropriate documentation of the courses and experience as determined on an individual basis to the Office of Registrar.
 - 2) Evaluations are completed for students who apply for admission.
 - 3) Courses are evaluated according to American Council on Education (ACE) recommendations.
 - 4) Degree-applicable junior, senior and graduate-level courses may be accepted in transfer for degree-seeking students upon student request for a course substitution to the Office of the Registrar.
 - 5) GPA does not transfer to LCCC.
 - 6) The Office of the Registrar determines course equivalencies. If the equivalency is not readily apparent, the determination is made in consultation with academic departments and schools.
 - 7) Courses without LCCC equivalents may transfer to LCCC. The title of the course and credit hours are listed on the LCCC transcript as they are listed on the transcript from the transfer institution, but the course will not be associated with any parallel course from LCCC.
 - 8) Students may be required to provide further information if the content of a course is not readily apparent.
 - 9) Programs with specialized technical requirements may choose to ask students to retake classes taken more than five years ago.
- D. Prior Learning Assessment (PLA)
- 1) Students must be admitted and enrolled at LCCC in a degree-seeking program or credential to be eligible for Prior Learning Assessment (PLA) credit.
 - 2) Credit for prior experiential learning cannot duplicate other credit awarded.
 - 3) Credit may be granted only for documented learning which falls within the regular curricular offerings of the institution or ties the prior experience to the theories and content of the relevant academic field(s), and are part of the student's designated program of study at LCCC.
 - 4) Prior learning credit is awarded on the basis of experiential learning and formal instructional learning and will become part of the students' academic transcript.

- 5) Experiential-learning based credits include college-level learning acquired through work and other learning activities such as independent reading and study, open courseware, or other self-directed learning, and may be assessed via portfolio, individual performance, or other faculty-determined assessment methods.
 - a. Experiential-learning based credit awards may not exceed 25% of the required credits for any degree per the Higher Learning Commission.
- 6) Instructional-based credits are earned as a result of formal instruction and/or assessment, including, but not limited to: AP (Advanced Placement passing exam score); IB (formal International Baccalaureate passing exam score); assessment methods such as CLEP (College Level Examination Program) and DANES DSST (Defense Activity Educational Support) standardized exams; national certifications such as ASE (Automotive Service Excellence); and Department of Labor-recognized apprenticeship programs such as Journeyman Electrician or Plumber.
 - a. Instructional-based credits are not considered experiential-based credits and do not count toward the 25% cap.
 - b. Lists of acceptable scores for CLEP, AP, and IB and their equivalencies are available from the Testing Center and in the College Catalog.
 - c. Student is responsible for providing the appropriate documentation such as official AP or IB transcripts, official CLEP results, or proof of national certifications to the Office of the Registrar for evaluation.
 - d. Credit awarded for national certifications or assessments will be determined in consultation with the program faculty/director, school dean, and registrar.
 - e. Evaluation and transcription of credit earned, when applicable, will be completed within 20 business days of submission.
- 7) Students may also take course challenge exams or assessments developed by LCCC program faculty without enrolling in or registering for courses in which he/she is seeking credit.
 - a. Challenge exams do not exist for all LCCC courses.
 - b. Challenge exams are not offered for courses for which CLEP and/or DSST exams are available.
 - c. Challenge exams, which may include a lab, demonstration, or practical exam, are considered instructional-based assessments and do not count toward the 25% cap.
 - d. Challenge exams and/or assessments should be scheduled with faculty prior to the start of the semester. Special scheduling circumstances may apply depending on the challenge exam.
 - e. Credit awarded for challenge exams will be determined by program faculty. Successful completion of grade C or higher on challenge exams or assessments is required to earn credit.
 - f. Fees associated with challenge exams are listed in the College Catalog.
- 8) Students must submit portfolios to the Office of the Registrar and program faculty for review and evaluation.
 - a. Portfolio review is not available for all LCCC courses.
 - b. Fees associated with portfolio review are listed in the College Catalog.
 - c. Credit awarded through portfolio review are considered experiential learning and are included in the 25% cap.
 - d. Credit awarded for portfolios will be determined by program faculty. Faculty-developed rubrics will be used to evaluate portfolios with pass/fair (S/&) grades. Portfolios with a passing grade are eligible for credit.
 - e. Evaluation and transcription of credit earned, when applicable, through a portfolio review will be completed within 20 business days when submitted during the fall or spring semester. Portfolios submitted during breaks or the summer semester may require additional time for evaluation due to limited availability.

E. Transcription of Credits

- 1) Instructional-based credit will be posted to the LCCC transcript as transfer credit.
- 2) Experiential learning-based credit will be posted to the LCCC transcript as transfer credit and identified by the assessment method.

F. Official transcripts received from other institutions and documents submitted for evaluation are the property of LCCC and will not be released to a third party.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Judy Hay, Student Services Vice President	12/11/12
Approval by President's Cabinet		1/29/13
Ratified by College Council	Kari Brown-Herbst, College Council Co-Chair	2/8/13
Approval by President (Signature)		2/8/13