

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

3.0 PERSONS AFFECTED

Applicants, Current Students, Student Services Employees, Academic Advisors

4.0 DEFINITIONS

- A. *Degree-applicable* —class or credit that meets the requirement for a degree program at Laramie County Community College
- B. *Regionally accredited*—accredited by one of the regional accrediting bodies recognized by the US Department of Education.
- C. *Degree-Seeking Student*—a student who has indicated the intention to complete a degree or certificate at Laramie County Community College.
- D. *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.
- E. *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.
- F. *Equivalent* —Course is determined by the Student Records office to have content similar to an LCCC course and may be substituted for a specific LCCC course.
- G. *SMART transcript*—Sailor/Marine American Council on Education Registry Transcript.

5.0 PROCEDURES

- A. Transfer from regionally-accredited post-secondary institutions in the United States and Canadian post-secondary institutions.
 - 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 to the Student Records Office.
 - 5) GPA does not transfer into LCCC.
 - 6) The Student Records Office 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) If a student has taken courses at an institution using quarter credits or units other than semester credits, Student Records 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.

- 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 to the Student Records Office.
 - 5) GPA does not transfer into LCCC.
 - 6) The Student Records Office 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 and other experience and courses
 - 1) Students must submit a SMART transcript or appropriate documentation of the courses and experience as determined on an individual basis by the Registrar.

- 2) Evaluations are completed for students who apply for admission.
- 3) Courses are evaluated according to the American Council on Education (ACE) Guide.
- 4) Degree-applicable junior, senior and graduate-level courses may be accepted in transfer for degree-seeking students upon student request to the Student Records Office.
- 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 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 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. Credit by examination

- 1) LCCC offers credit for Advance Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP) and Defense Activity Educational Support (DANTES)
- 2) Lists of acceptable scores and their equivalencies are available from the Testing Center.
- 3) Credit will be posted to the LCCC transcript as transfer credit.

E. Official transcripts 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

Quarter Hour Conversions

If a student has taken courses at an institution using quarter credits or units other than semester credits, Student Records will convert the quarter credits/units to semester credits at a rate of $\frac{2}{3}$ 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

Upper Division Credit Acceptance Request

According to LCCC Policy _____ INSERT LINK, degree-applicable junior, senior and graduate level courses may be accepted in transfer for degree-seeking students upon student request. Please list any classes that have not transferred that you believe may be applicable to your degree.

Students may be required to submit course descriptions or syllabi if the content of the course is not readily apparent to the Student Records Office.

For upper division courses that you believe may be applicable to your degree, please submit the course number, title, college or university and the LCCC requirement that you hope that this credit will fulfill. Please allow six weeks to process this request.

Course you wish to transfer:

Course number and title (the course you would like LCCC to accept)

College or University (where you took the course)

Requested to fulfill LCCC course requirement (course number and title)

For LCCC program (circle one) AA, AS, AAS, CERT (subject area)

Course you wish to transfer:

Course number and title (the course you would like LCCC to accept)

College or University (where you took the course)

Requested to fulfill LCCC course requirement (course number and title)

For LCCC program (circle one) AA, AS, AAS, CERT (subject area)

Course you wish to transfer:

Course number and title (the course you would like LCCC to accept)

College or University (where you took the course)

Requested to fulfill LCCC course requirement (course number and title)

For LCCC program (circle one) AA, AS, AAS, CERT (subject area)

All of above-mentioned classes are required for degree.

Advisor Signature _____

Additional requests may be submitted on a separate sheet.