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

1.0 PURPOSE

Laramie County Community College (LCCC) accepts credit from institutionally 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, 1/29/20, 4/14/23

3.0 PERSONS AFFECTED

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

4.0 DEFINITIONS

- A. Associate of Applied Science (AAS) A degree designed for students planning to enter the workplace upon degree completion. This degree has substantial applied coursework associated with the field of study.
- B. Associate of Arts (AA) A degree designed for students majoring in the arts, humanities, social sciences, and related disciplines. This degree prepares the student for transfer to a baccalaureate degree program and includes substantial coursework in the humanities, social sciences, arts and liberal arts.
- C. Associate Degree in Nursing (ADN) An applied degree designed for students majoring in nursing. This degree has substantial applied coursework and upon degree completion, allows the student to take the licensure exam and enter the workplace as a registered nurse. Degr

- 7) 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.
- 8) 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.
- 9) Students may be required to submit course descriptions or syllabi if the content of a course is not readily taph and or (s not em) ile with the Office of t dt (a) (5.5%) (3.6%) 048RTc 0.5% (b) 13.g((a)) J0 Tc

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- 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.
- Evaluation and transcription of credit earned, when applicable, will be completed within 20 e. business days of submission.
- 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.
 - Credit awarded for challenge exams will be determined by program faculty. Successful e. completion of grade C or higher on challenge exams or assessments is required to earn credit.
 - Fees associated with challenge exams are listed in the College Catalog. f.
- 9) 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.

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- b. Fees associated with portfolio review are listed in the College Catalog.
- Ew .e2 c. Credit awarded through portfolio review are considered experiential #2372%30,403284244(3044(3044(3044)) and