

# Lehigh Carbon Community College

## Transfer Guidelines

1. Transfer credit may be granted for courses taken at a regionally accredited college or university. The six regional accrediting agencies are Middle States Commission on Higher Education, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, and Northwest Commission of Colleges and Schools.
2. Students who attended post-secondary institutions not accredited by a regional accrediting agency must submit official course outlines and syllabi in order to have these courses considered.
3. Students who have had other forms of learning, such as military work or on-the-job training, may be able to convert these experiences into LCCC credit by challenge examinations. No more than eighteen (18) credits may be awarded through Credit by Assessment.
4. Up to forty-five credits may be transferred into a degree program; generally courses are only transferred if the course descriptions are equivalent to content of courses at LCCC and they are applicable to the student's current degree program.
  - If a student changes his or her major, the student must ask to have the credits re-evaluated.
5. Certain courses may not be transferable if there has been a lapse of time since being taken. This includes courses that rely on modern technology and certain courses in the health fields that require up-to-date knowledge.
  - The Computer department has set a time-limit of four years on computer courses.
  - The nursing department has set a time-limit of seven years on their Anatomy and Physiology requirements.
  - The Physical Therapy Assistant department has set a time-limit of five years on their Anatomy and Physiology requirements.
  - The Accounting Department has set a limit of ten years on accounting courses; five for accounting majors.
6. Only undergraduate college level courses with a grade of C or better will be transferred. Graduate level courses and Pass / Fail courses will not be transferred.
7. Courses taken under a quarter or trimester system will be evaluated and adjusted to the semester system (three credits for forty-five hours of instruction) under

which LCCC operates. Coursework must be equivalent in instructional time as well as content.

8. Credit may also be earned through Advanced Placement and the College Level Examination Program. AP credit will be accepted with scores of three or better. CLEP credit will be based on the recommended score.
9. Students who have not requested their official transcript be sent to LCCC or are in the process of doing so, should bring an unofficial transcript to an advisor for an unofficial evaluation to determine if pre-requisites have been met for future course registration.
10. Only official transcripts sent directly from a college or university will be accepted for the posting of credit to a permanent record at LCCC. Students must first apply to the college before any evaluation will be made.
11. For students who have attended more than one college, official transcripts from each college attended is required in order to receive official credit.
12. Students with course work from foreign universities must have their credits professionally evaluated. These agencies should be accredited through NACES, National Association of Credential Evaluating Services. The most common agencies used by LCCC students are World Evaluation Services, WES and Educational Credential Evaluators, ECE. Applications for these companies can be found at the Advising and Counseling Services, as well as a list of other approved agencies.

For more information please contact Advising and Counseling Services at 610-799-1137.