Lehigh Carbon
COMMUNITY COLLEGE
ACADEMIC SERVICES

# Transfer of Credit Policy

Last review: September 23, 2026

## Transcript Evaluation

Coursework previously completed at an accredited institution is evaluated for content, learning objectives, and/or outcomes equivalent to comparable LCCC course(s). Successfully completed ("C-" grade or better)* coursework is documented through an official transcript from the previous institution. The posting of credit is based on a majority of the subject matter, content, and common learning outcomes aligning with LCCC curriculum.

**Some exceptions based on admissions requirements*

Non-accredited coursework, professional training, and other lifelong learning experience should follow the Prior Learning Assessment policy to apply credit.

- Students must first apply to Lehigh Carbon Community College before any evaluation will be made.
- **Official Transcripts:** Only official transcripts sent directly from a college or university will be accepted for the posting of credit to a permanent record at LCCC.
  - Have official transcripts sent to:

    Registration and Student Records
    4525 Education Park Drive
    Schnecksville, PA 18078
    Registrar@mymail.lccc.edu
  - For students who have attended more than one college, official transcripts from each college attended is required in order to receive official credit.
  - Students who have not yet requested their official transcript be sent to LCCC or are in the process of doing so, should share an unofficial transcript with an advisor for an unofficial evaluation to determine if pre-requisites have been met for future course registration.
- **Evaluation Process:** Transcripts are evaluated by Academic Advisors, as members of the college faculty. The evaluator may request, from the student, a syllabus or course outline to help determine the content, learning objectives and/or outcomes of the transferred coursework. If a student has a question about their transferred credits, they should contact LCCC transfer advising at CreditTransfer@lccc.edu.

- **Posting of Transfer Credits**: All transferred credits will appear on the student's LCCC transcript as completed with the name of the transfer institution and without a posted grade.
  - Transferred credits will not impact the student's GPA at Lehigh Carbon Community College.
  - Coursework will only be evaluated from the original credit-granting institution.
  - If a student takes a course at LCCC after already receiving transfer credits for that same course, the transfer credits will be excluded and the LCCC credits will be included.
- **Transfer Restrictions:** Only undergraduate college level courses with a grade of C- (70%)* or better will be transferred.
  - Graduate level courses will not be transferred.
  - Pass/Fail courses will not transfer except for:
    - Physical Education Courses
    - Coursework completed during the years 2020 or 2021 due to pandemic-related grading policies
  - Up to 45 credits may be transferred into a degree program; 15 credits must be completed at LCCC to receive an Associate's degree from the school (certificates and diplomas require 25% of credits to be completed at LCCC)

**Some exceptions for restricted admission programs. Please see the admissions requirements in the current Credit Catalog.*

- **External Online Science Laboratory Courses**
  - **Definition**: An online science laboratory course is any distance education course completed either asynchronously or synchronously that includes a science laboratory component.
  - **Rationale:** The purpose of a laboratory course is for students to attain authentic hands-on learning experience with fundamental laboratory techniques. Science laboratories are rigorous educational experiences that require access to specialized teaching laboratories and physical manipulation of complex instrumentation. Online science laboratory courses do not provide the necessary resources to provide students with this experience and therefore are not awarded credit.

- **Exceptions**:
    1. All online laboratories in biology and physics that have been completed with a grade of C or higher during the years impacted by the COVID19 pandemic (2019-2021) will be awarded credit.
    2. Online laboratories in biology and physics that have been completed with a grade of C or higher between January 2022 and May 2025 will be awarded credit.
    3. All online laboratories in Astronomy will be awarded credit.
- **Exclusions**:
    1. Online science laboratory courses that have been completed through online asynchronous self-paced education platforms are not awarded credit.
    2. Online science laboratory courses in chemistry are not accepted.

- **Time Lapse:** Certain courses may not be transferable if there has been a lapse of time since completion. This includes courses that rely on up-to-date technology and courses in the health fields that require current knowledge.
    - BIO 163, 164, and 220 (Nursing and Practical Nursing Program): 7 years
    - All Computer Science (CIS, CFS, and NET courses except CIS 105) courses: 4 years
    - All Accounting (ACC) courses: 5 years
    - All Paralegal (PLG) Courses: 7 years
- **Quarter or Trimester Systems:** Courses completed 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.
- **International Transcripts:** Students with coursework 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' https:// www.wes.org/ ) and Educational Credential Evaluators, ('ECE' https://www.ece.org/). Additionally, applications for these companies can be found at LCCC Advising Services, as well as a list of other approved agencies.
- **Military Transcript:** All Joint Services Transcripts should be certified by the American Council of Education (ACE) and officially submitted in the same manner as directed above. Posting of Military Training Credit will be evaluated similarly to all of the above criteria.

- **Third-Party Testing:** The college recognizes certain third-party providers as evidence of prior learning. These providers include, but are not limited to: Advanced Placement (AP) Exams, Cambridge International Exams, CLEP Testing, Dante's Subject Standardized Testing (DSST) Exams, and International Baccalaureate (IB) Exams. For award of credit based on these third-party assessments the student will request an official score report be sent to the Registration and Student Records Office, registrar@mymail.lccc.edu. Further information on these exams may be found at: https://www.lccc.edu/admissions/transfer-to-lccc/acquiring-credits-through-standardized-examinations/
- **For Profit & Online Institutions:** For-profit online institutions should be certified by the American Council of Education (ACE) or their independent accrediting body and officially submitted in the same manner as above. Posting of credits will be evaluated on a case-by-case basis.

For more information please contact LCCC Advising Services at 610-799-1137 or adviseme@lccc.edu.