

## General Information for Transferring Credits

### Required Documents

The following documents are accepted at Lane Community College for the purpose of transferring prior college-level work or proficiency examinations. To be considered official, all documents must be received unopened, in agency envelopes. to be considered official.

- **Official transcripts from regionally accredited U.S. institutions.**  
The regional accrediting agencies are: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools or Western Association of Schools and Colleges.
- **International schools and universities recognized by the Ministry of Education of the home country**  
For college course work done outside the US, students need to have transcripts reviewed by an evaluation service. Lane will need to receive a course-by-course evaluation or a "detailed report". Students may use an agency of their choice, and the official report should be mailed directly to Lane Community College.

A short list of services includes the agencies below;  
additional agencies may be found at the NACES site, [www.naces.org](http://www.naces.org)

- AACRAO ([www.aacrao.org/credential.index.html](http://www.aacrao.org/credential.index.html))
- World Education Services ([www.wes.org](http://www.wes.org))
- Educational Credential Evaluators Inc. ([www.ece.org](http://www.ece.org))

- **Official score reports such as Advanced Placement (AP), American Council on Education (ACE), College Level Exam Program (CLEP), International Baccalaureate (IB) and military training (DANTES, AARTS, SMART)**

All documents submitted to Lane Community College become the property of Lane and are subject to federal law, [The Family Education Rights & Privacy Act \(FERPA\)](#).

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### Transcript Review

Student's transfer courses are officially reviewed and accepted when the student applies for their Lane degree or certificate. Students are eligible to apply for their degree or certificate when they are within three terms of completing their program or course of study. [The application for degree is available for download on the forms page.](#)

Students are encouraged to use the [Course Equivalency Transfer Tool](#) in order to see how their prior college classes transfer to Lane. Not all courses are listed in the [Course Equivalency Transfer Tool](#); the transfer listings increase daily as new course work is reviewed by Enrollment Services.

Students with questions regarding a specific course should refer to the [Transfer Rules](#) for guidelines on how accredited course work is accepted at Lane.

A review for a specific course may be requested by an e-mail to [DegreeEvaluators@lanecc.edu](mailto:DegreeEvaluators@lanecc.edu). Any e-mail should include your name, student "L" number, name of the college and the specific course number and title.

Counselors and Advisors are also available at Lane campus sites to assist students with planning their

courses at Lane. All students are encouraged to refer to the college catalog for degree and certificate requirements and academic policies.

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## **Transfer Rules**

Transcripts and score reports are reviewed to be:

1. Equivalent to a specific Lane Community College curriculum, or
2. As meeting the academic standards for Foundational Skills courses and/or Introduction to Disciplines courses within a degree or certificate program.

**Lane's academic standards for curriculum are determined and approved** by the Curriculum Review and the Degree Requirements Review committees at Lane.

**Credits are transferred to Lane as quarter credits**; no grade point average is calculated for transferring course work. (1 transferable semester credit is accepted as 1.5 quarter credits)

**Generally, first-year (freshman) and second-year (sophomore) college transfer classes are accepted** to meet associate-level degree and certificate requirements. Upper-division (usually numbered 300 or higher) courses may be accepted on a case-by-case basis.

**Career and Technical (or vocational) courses may be reviewed by the corresponding instructional department to meet specific degree/certificate core requirements.** Course substitutions or course equivalents will be submitted by the instructional department office to Enrollment Services. Some Lane transfer programs (AAOT, ASOT, for example) limit career and technical course work to 12 quarter credits to be used as electives.

**Pre-college, remedial or developmental course work is generally not accepted for transfer to Lane.** An exceptions to this guideline is made for pre-college level mathematics and writing which may be used to meet the pre-requisite requirements of Lane courses.  
At your other college, did this course meet a degree requirement?

**Students may request an instructional department review of any transfer course work.** Please provide an unofficial copy of your transcript showing the grade received and a course syllabus from the academic year you completed the course to the instructional department.

**Course work from institutions without regional accreditation or Ministry of Education recognition may be presented** as part of the documentation for "Credit for Prior Learning" procedures at Lane Community College (see COPPS for Credit-By-Assessment or Credit-By-Examination).