

COLORADO COMMUNITY COLLEGE SYSTEM
EDUCATIONAL SERVICES COUNCIL GUIDELINES

ES 9-82 Colorado Community College System (CCCS) College Transfer Guide

APPROVED:

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REFERENCES: <http://higherred.colorado.gov/Academics/Transfers/Students.html>

<http://www.cccs.edu/EdServices/Transfer.html>

<http://higherred.colorado.gov/Academics/Appeals/>

ISSUED BY:



Dr. Geri J. Anderson, System Provost

Application

This guideline applies to the state system of community colleges.

Principle

Designates the requirements for transferring credits to a Colorado Community College System (CCCS) College.

This procedure also addresses the transfer appeals process.

Guideline

The transfer of academic credit to the college is governed by the following policies and procedures:

- Courses accepted in transfer MUST match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the transfer evaluator or department chair.
- Transfer credit is accepted as specified by legislated and CCCS articulation agreements.
- The college may examine credits to ensure that the content is not outdated or obsolete. Please note that some courses that are more than 10 years old may not be transferable. In addition, courses must be no more than 7 years old for some health programs (please check with the department).
- Courses will be evaluated against the Common Course Numbering System.
- The official transcript will include courses taken at the institution and those transfer credits requested by the student.
- Courses will be transcribed with CCCNS course number, title, prefix and the number of credits awarded by the transferring institution.

- Grades for transfer courses will be recorded in Banner and show on the official transcript.
- Pre-requisite courses below the 100 level will not be accepted in transfer and will not appear on the transcript, but will be noted in the student's record.
- A grade of "C" or higher, "P", "S" or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F" or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis. Additionally, some schools only accept a "P" or "S" grade if it is shown to be equivalent to a grade of "C" or better.
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program.
- There is no limit to the number of credits that may be transferred. However, 45 transfer credits is the maximum number of credits that can be applied towards a degree. A minimum of 25% of the credits applied to a degree or certificate must be earned at the home institution.
- Upper level courses can be accepted in transfer IF the course can be equated to a course in CCNS.
- Elective courses that do not equate to a CCCNS course will be listed with the appropriate prefix, numbered as 999 and include "Elective" with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for Transfer Elective or CTE for CTE Elective. The course number will be 999 and the title will include a colon and an entry to describe the course content.
- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the CCCS Guide to Credit for Prior Learning.
- Transfer courses that have the GT designation will be noted as GT courses. If the course is not present in the CCCNS then it will be transcribed with the prefix GTP for GT-Pathways, the applicable GTP course number, and the course title that matches the GT designation, eg., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by CCHE and State Board policies and System President procedures.
 - Quarter hours and other non standard credit hours that are accepted in transfer will be converted into semester credit hours.

TRANSFER APPEALS PROCESS

Consistent with the requirements of the Colorado Commission of Higher Education, CCCS Colleges have established a Transfer Appeals Process. Based upon the initial transcript evaluation of transfer credits completed, a student may appeal:

1. A decision regarding the transferability of a specific course(s);
2. A decision regarding the placement of a specific course(s); or
3. The college's failure to provide a transcript evaluation within the designated 30-day calendar period.

Further information and a detailed list of transfer and appeal guidelines can be found in the established appeal process.