

## **TRANSFERRING CREDIT TO A COLORADO COMMUNITY COLLEGE SYSTEM (CCCS) COLLEGE**

CCCS Colleges do not require transcripts from previous high schools or colleges for admission. However, if a student plans to complete a degree or certificate with applicable transfer credit, an official transcript must be sent to the college. As part of this process, students should complete a Transfer Credit Evaluation Request Form, available from the Office of Admissions and Records and the college website.

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- The college may examine credits to insure that the content is not outdated or obsolete.
- Courses will be evaluated against the CCCNS Catalog.
- **The official transcript will include courses taken at the institution and those transfer credits requested by the student. Beginning in Fall 2006 satisfactory completion of courses at another CCCS institution will be automatically posted on the transcript of the student's home institution unless a request for exclusion is specifically submitted by the student during the semester following completion of the course.**
- 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 but will not show on the official transcript.
- Pre-requisite courses below the 100 level will not be accepted in transfer but will be noted in the student's academic record.
- A grade of "C", "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.
- 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.**
- 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 flagged 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 course number 999 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.

## **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.

### **Procedures:**

#### **APPEAL AND INITIAL DECISION**

1. Student should meet with the Transcript Evaluator and/or the Director of Admissions and Records to request clarification within 10 calendar days of the date of the evaluation.
2. The appeal must be submitted to the Director of Admissions and Records in writing within 15 calendar days of the date of the evaluation.
3. The decisions regarding course transferability and/or placement made in the initial transcript evaluation will be binding if the student fails to file a written appeal within 15 calendar days.
4. The Transfer Credit Appeal Committee will have 30 calendar days to review the student's appeal and inform the student in writing of the committee's decision on the appeal including the rationale for that decision. In addition, the student shall be informed in writing of the process for appealing this decision.
5. The student is informed by the committee of the remaining appeal options. Failure to do so will result in the committee's decision being considered null and void. The student's request prevails and cannot be overturned by the college.

#### **APPEAL BEYOND INITIAL DECISION**

1. The initial decision may be appealed by filing a written appeal with the Academic Vice President of the college within 15 calendar days of the postmark date of the letter notifying the student of the committee's decision. If the student fails to file an appeal within this time period, the original or initial decision shall be binding.
2. The college will hear and reach a decision on the appeal within 15 calendar days after the appeal is filed.

3. The student will be notified in writing by the college of its decision regarding the transfer appeal and the rationale for the decision. In addition, the student may appeal the decision to CCCS.

#### APPEAL TO COLORADO COMMUNITY COLLEGE SYSTEM (CCCS)

1. The student may appeal the decision of the college by filing a written appeal with the Academic Vice President of CCCS or Educational Services Curriculum Committee within 5 calendar days of the postmark date of the letter notifying the student of the college's decision. If the student fails to file an appeal within this time period, the college's decision will be binding
2. CCCS staff shall review and reach a decision on the appeal within 30 calendar days after the appeal is filed.
3. The student will be notified in writing by CCCS of its decision regarding the transfer appeal and the rationale for the decision. In addition, the student is informed by the college that the student may appeal the decision by filing a written appeal with the Colorado Commission on the Higher Education within 5 calendar days of the postmark date of the letter notifying the student of the decision by CCCS.

#### APPEAL TO COLORADO COMMISSION ON HIGHER EDUCATION (CCHE)

1. The student initiates an appeal by informing the Commission in writing of the situation and the reason for the appeal.
2. The Executive Director of CCHE will immediately notify the chief executive officer of the institution of the appeal and request the institution to submit documentation for the decision being appealed by the student. The Commission will submit documentation within 15 calendar days of notification.
3. The chair of the Transfer Advisory Council will schedule the appeal to be heard at the council or convene a special meeting if the appeal cannot be heard within 30 calendar days. Both the student and the institution will be notified of the Council's meeting time and location. The student and/or institution may be asked to make an oral presentation to the council. The resolution of a dispute will be completed within 30 calendar days from the time an appeal is made to the Commission. In no circumstance will the appeal process extend beyond 120 days from the day the student was notified of the transcript evaluation unless it benefits the student.
4. Should an appeal be filed involving a campus or governing board represented on the Transfer Advisory Council, the TAC member will not participate in hearing the appeal, nor may the member be present during the discussion. Transfer disputes will be heard by only those members who are not directly affiliated with the institution or governing board involved.
5. The Council's consideration of the appeal will include, but is not limited to, the institution's compliance with the Statewide Transfer Policy, the governing board policy statement, the institutional Articulation/Transfer Agreements, the transfer appeal process,

and the student's compliance with the institutional Articulation/Transfer Agreements. In the absence of a written Articulation/Transfer Agreement for the program in question, the Transfer Advisory Council will conduct a transcript evaluation and determine the transferability of individual courses.

6. The chair will inform the Executive Director of the Transfer Advisory Council's recommendation.
7. The Executive Director will inform the chief executive officer, the chief academic officer; and the student of the final determination and advise the chief executive officer to implement the recommendation within 5 calendar days.
8. The institution's chief academic officer will inform the TAC chair within 10 calendar days of the action taken in regard to the final determination.
9. The Council's recommendation and the action taken by the institution will be reported to the Commission as an information agenda item.

## APPEAL OF HIGHER EDUCATION POLICY ISSUES

In addition to hearing appeals regarding the state guaranteed general education program, a student may appeal directly to the Colorado Commission on Higher Education when the issue involves one of the following areas:

- Violation of the Student Bill of Rights
- Noncompliance with Commission policies pertaining to transfer, student fees, etc.
- Failure of an institution to follow its established policies and procedures
- Failure of an institution to respond to a student's written appeal within 30 days

However, the Commission's appeal process is not designed to resolve disputes between an individual and an institution that involves grades, billing, terms of employment or that involve athletic eligibility. In addition, institutional tuition classification decisions are not subject to appeal to the Commission after the institutional appeal process has been completed.

### **Procedures:**

To initiate this process at the Commission level, a student may appeal by submitting a written request (letter or email) describing the issue and steps the student has taken to resolve the issue. Eligible appeals, as indicated above, will follow the full appeal process. Appeals that involve issues that are reserved for the institution will be referred to the appropriate college authority.

## FULL APPEAL PROCESS

The Commission will assist the student by identifying the institutional staff person or department that is in the best position to resolve the issues directly. If the institution does not act on the appeal within thirty days from the date that the appeal was received or if the outcome appears inconsistent with state policy, the student may formally request a hearing by Commission's Appeal Board.

For issues that are within the Commission's authority, the Commission will convene the appeals board. The board will request that the institution provide a 1-2 page document for rationale for its decision. The board will review the submitted material within two weeks and will meet to hear the student's appeal. The board will recommend appropriate action. To ensure timely implementation of the decision, the decision will be communicated to both the student and institution. Such decisions are binding and not subject to further appeal. The Commission will respond to all other issues by letter.

#### EXPEDITED APPEAL PROCESS

An enrolled student who receives a transcript evaluation that does not award general education transfer credit for a "state guaranteed" general education course may appeal directly to the Commission. The disputed credit must be earned in a course in which a student received a grade of "C" or better. The student must have enrolled during the 2002-03 academic year or later. The Commission staff will resolve such cases within five days.