

TRANSFERRING CREDIT TO CCD

1. CCD will only accept transfer credit from post-secondary institutions accredited by one of the six regional accrediting associations. Credits earned at nationally accredited or unaccredited institutions are not transferable to CCD.
2. CCCS has established a common course numbering system and guaranteed transfer agreement (GT Pathways) among Colorado state colleges and universities. The GT Pathways agreement guarantees the transfer of certain general studies courses. Colleges and universities outside Colorado are not considered part of the guaranteed transfer agreement or the common course numbering system. The common course numbering system and GT Pathways can be reviewed at www.cccs.edu.
3. CCD will perform a transfer credit evaluation only after the student has declared a degree program and submitted both a Transfer Credit Evaluation Request form and official transcripts from all prior schools.
4. Admissions, Registration & Records will evaluate transcripts on a course-by-course basis. To be considered for transfer, courses must be offered at CCD, equivalent to CCD courses and have a grade of "C" or better. College-level classes that are not equivalent to CCD courses may transfer in as electives. Students must meet with their program advisor or educational case manager to determine how, and if, the accepted transfer credit will apply to their intended program.
5. Credit for remedial, preparatory or non-college-level coursework is not transferable to CCD.
6. All credit is evaluated on the semester-hour basis. Credits from institutions which operate on a quarter system calendar are transferred by multiplying the quarter hours earned by two thirds.
7. Courses with a "pass" or "satisfactory" grade will only transfer if the official transcript or college catalog documents that a "pass" or "satisfactory" grade is equivalent to a grade of 'C' or higher.
8. Graduate and/or doctoral level course work will not automatically transfer into CCD. This will need approval from the instructional center dean or department chair.
9. Coursework older than 10 years will not automatically transfer into CCD. These will be reviewed on a case-by-case basis to ensure that the course is not obsolete and that the course content is equivalent to current offerings. Students are required to provide syllabi or course descriptions for applicable courses completed more than 10 years ago. Some individual programs have set time limits on certain prerequisite courses and transfer credits. For additional details, refer to the Time Limits on Transfer Credits on page 31 section.
10. Transfer credit evaluations can only be assessed in person. The college cannot provide any official evaluation via phone, e-mail or fax.
11. Students who have attended international institutions and want their transfer credits evaluated must have their international transcripts translated and evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) and have a course-by-course credit evaluation report sent directly to CCD. A complete list of approved NACES members can be found at: www.naces.org/members.htm.
12. Official transcripts from prior schools should be sent directly to the Admissions, Registration & Records Office, Campus Box 201, P.O. Box 173363, Denver, CO 80217-3363. For transcripts to be considered official, they must be sent directly from the other college or delivered in a sealed envelope and marked "official." All received and/or evaluated transcripts become the property of CCD.

Time Limits on Transfer Credits

1. Associate of Science – Credits for math and science courses that are older than seven years old at the time of the evaluation will not be transferable for students pursuing the Associate of Science degree.
2. Health Sciences – Science prerequisites for all health sciences degrees must be no older than seven years. Prerequisite science courses that are over seven years old are not transferable and therefore must be repeated.
3. Computer Information Systems/Information Technology – Courses transferred into the Computer Information Systems or the Information Technology degree/certificate options have the following time limits:
 - Application courses - 5 years
 - Programming courses – 5 years
 - Networking/hardware courses – 5 years
 - Certification courses – 3 years
 - General education courses – 10 years

- Business courses – 10 years
- Note: If the transferring student has current industry experience, the time limit for applicable courses may be waived upon approval of the program chair.

Transfer of Credits from Area Vocational Technical Schools to CCD

Students who complete the technical coursework contained in a state approved career and technical education certificate program at one of the four Area Vocational Technical Schools (AVTS) can take additional academic credit hours at CCD and earn an A.A.S. degree in Applied Technology. The four AVTS are: Emily Griffith Opportunity School, Pickens Tech Center, Delta-Montrose Area Vocational Technical Center and San Juan Basin Technical College. Credit is only transferable if a certificate is completed at the AVTS. Credits completed at the AVTS are transferred in as a single block of Career Technical Education electives. Individual courses are not transferable. AVTS credits cannot be applied to any degree program other than the AAS in Applied Technology. Academic counselors at the AVTS or an EPAC advisor can provide more information.

AVTS certificate programs and instruction areas include:

- apprenticeships and related activities;
- business and computer technology;
- consumer and family studies;
- health occupations;
- marketing education;
- technical, trades and industrial education;
- high school and continuing education; and
- English as a second language.

Credit for Prior Learning

Students may earn credit for college-equivalent education acquired through prior schooling, work or other life experiences. Such prior learning must be comparable to CCD courses or curricula and must relate to the student's educational objectives. Credit for prior learning may be earned through standardized tests, challenge exams, published guides or portfolio assessment.

1. Standardized Tests

- Advanced Placement Program (AP)** — Students can receive credit through AP examinations completed while in high school.
- International Baccalaureate** — CCD recognizes the International Baccalaureate program and accords special consideration for students presenting IB credentials on an individual basis.
- College Level Examination Program (CLEP)** — The College Level Examination Program (CLEP) is a series of examinations in 34 introductory college subjects. CCD recognizes selected CLEP general examinations and subject examinations. CLEP examinations may be taken at the CCD Testing Center.
- DANTES Subject Standardized Tests (DSST)** — Most DSSTs are recognized by CCD as acceptable tests for college credit. DSSTs may be taken at the CCD Testing Center.
- To receive college credit, students who take any standardized test must request that their scores be sent to CCD. A complete list of acceptable AP, IB, CLEP and DSST exams along with cut scores and CCD course equivalencies can be found online at www.cccs.edu.

2. Challenge Examinations: Currently enrolled students may challenge most courses by taking a comprehensive examination. Only one exam for a particular course may be arranged. The cost for a Challenge Exam is 50 percent of the current tuition rate for the course being challenged.

3. Published Guides

- ACE-Military** — CCD uses the credit recommendation of the American Council on Education (ACE), as published in The Guide to the Evaluation of Educational Experiences in the Armed Services, to evaluate military training and learning experiences.
- ACE-Non-Collegiate** — CCD uses the credit recommendations from the ACE program on Non-Collegiate Sponsored Instruction, as published in the National Guide to Educational Credit for Training Programs, to evaluate industrial and corporate training programs.

A student may receive a maximum of 50 percent of the requirements for a degree or certificate through Credit for Prior Learning options. For more details on Credit for Prior Learning options, contact your case manager or an EPAC advisor in SO 134, 303-556-2481.

Note: Credit evaluated for general acceptance may or may not be applicable to specific degree or certificate programs. At least one CCD credit hour must be transcribed on a student's record before any Credit for Prior Learning is awarded.