

COMMUNITY COLLEGE OF DENVER

Addendum to the 2026-2027 Online and Printed Catalog

This addendum is an integral part of the college's 2026-2027 Academic Catalog; the purpose of this document is to amend current information or include additional information. The information published herein is effective for the 2026-2027 school year. If any of these changes impact a student's ability to graduate, please contact the dean for the area in question.

Course Additions

CHE 1012 | Introduction to Chemistry II with Lab: GT-SC1

Lecture Credit: 4 Lab Credit: 1

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

This is a statewide Guaranteed Transfer course in the GT-SC1 category

Prerequisite: CHE 1011 with a grade of C or better and college readiness in English

CNG 2085 | Independent Study

Independent Study Credit: 0-12

To be determined by the individual instructor. A Course Description will be developed for each course and documented within the course syllabus. Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.

DAT 2025 | Introduction to Machine Learning

Lecture Credit: 3

Provides the foundation for students to explore, practice, and apply mathematical concepts for pattern recognition, neural networks, and machine learning. The course covers algorithmic and mathematical methods which are required for machine learning techniques, as well as the theoretical relationships between these algorithms. Coding may be required as the course provides practice with translating the above mathematical concepts into computer programs

ACADEMIC INFORMATION

Steps To Successful Enrollment

Step 1. Apply for Admission

Get started by filling out a free online application at [CCD.edu/Apply](https://ccd.edu/Apply). Applying is free and students at least 17 years of age will be automatically accepted. CCD will send an acceptance letter via email with the Student ID number and instructions to log into the CCDConnect student portal.

Step 2. Apply for Financial Aid & Scholarships

Fill out the Free Application for Federal Student Aid (FAFSA). This is the application for all federal and state aid, including grants, loans and work-study. CCD's school code is 009542. The priority deadline for the FAFSA and CCD scholarships is April 16. For assistance, contact the Educational Opportunity Center at [CCD.edu/EOC](https://ccd.edu/EOC).

Find assistance applying for aid at [CCD.edu/FinAid](https://ccd.edu/FinAid) and applying for scholarships at [CCD.edu/Scholarships](https://ccd.edu/Scholarships).

Undocumented students may complete the Colorado Application for State Financial Aid (CASFA). Students who qualify for ASSET tuition classification may use the CASFA to apply for state financial aid (including Colorado Student Grant and Work-Study (if DACA)).

Step 3. Pick the Best Math & English Class for You

You have several options to determine your placement in English and/or math courses. CCD provides several options to determine which classes are best for you, detailed at [CCD.edu/CollegeReady](https://ccd.edu/CollegeReady).

Step 4: Complete Success Onboarding And Resources (SOAR) Session

Your SOAR session covers a lot of important information you need as you begin your adventure as a CityHawk. Topics include choosing a pathway, the right classes, resources, financial aid and scholarships, getting involved, and more.

To access your SOAR session, please log into CCDConnect. Once you are logged in, click on Success Onboarding And Resources.

EAB Navigate360 is a comprehensive student success platform designed to support academic achievement and personal growth. With Navigate360, you can create an academic plan to stay on track for graduation, register for courses, access resources, study buddies, and connect with advisors, faculty and staff who can provide guidance and encouragement. Access Navigate360 through CCD Connect and/or download the mobile app.

STEP 4a Meet with an Advisor

Academic advisors will help you identify your educational and career goals, and ensure you are declared the correct pathway and major to achieve your goals. Together you will create an academic plan with all required classes. After meeting with your advisor, you will select your own schedule and complete registration. For details about academic advisors and how to make appointments, visit [CCD.edu/Advising](https://ccd.edu/Advising).

STEP 4b Register for Classes

As a new student, you will register for classes using NAVIGATE Student Success Platform, which can be accessed through CCDConnect student portal.

Admission Policy

Admission Policy

CCD has an open-access admission policy and accepts applicants 17 years of age or older. Admission to the college does not guarantee enrollment into a particular course or program. An admission application will remain active for two subsequent semesters after the term indicated on the application. CCD reserves the right to deny admission or continued enrollment to anyone who has misrepresented their credentials or background.

Application for Admission

[CCD.edu/admissions-recruitment-outreach](https://ccd.edu/admissions-recruitment-outreach)

Prior to enrolling at the College, you must complete an application for admission online. Acceptance letters are sent by email or mobile message.

Re-Admission (Former Students)

Former students who return after an absence of three consecutive semesters or more must reapply for admission. Re-admitted students will be subject to the requirements of the current catalog.

Selective Application Procedures

Select programs have a separate application process due to limited space and prerequisites designed to facilitate successful completion. You need to review the program requirements in this catalog and contact the appropriate academic advisor for assistance with selective application procedures.

Selective Admission Program Pre-Requisites

Overview

Selective admission programs that require pre-requisites require adequate notification timelines to prospective students about the required pre-requisites and any changes or updates to those courses. Since students begin completing the required pre-requisite coursework at least one semester prior to applying to the program, they need to be informed if the current catalog year's requirement will be in effect for the following catalog year. And if there are changes to the required pre-requisite coursework, students must be notified of those changes at least one year in advance of those changes being implemented.

Procedure

All selective admission programs shall list the required pre-requisite course work in the catalog under their program page. Such listing will explicitly guarantee that the pre-requisite coursework will be sufficient for admission requirements for any cohort starting in the next academic year. For instance, the 2025-2026 catalog will state that pre-requisite coursework will be sufficient for the 2026-2027 catalog year.

If a program changes the pre-requisite requirements, those changes must be published in the catalog preceding the year in which they are implemented. For instance, if changes to pre-requisite coursework is approved in time to publish in the 2025-2026 catalog, that catalog will state list the current pre-requisites and state that the new pre-requisites will be in place for students applying in the 2026-2027 catalog year.

Student Identification Number

A state law, initiated in 2003, requires that each Colorado post-secondary institution assign you a unique ID number that cannot be your social security number. This number is the student identification number (SID), which is assigned when you apply to the College. A social security number is required for financial aid, the College Opportunity Fund, VA benefits, and records integrity and tax purposes.

Underage Admission

Students under the age of 17 years old who wish to waive the minimum age requirement defined by Colorado Community College and Occupational Education System State Board Policy may apply for a waiver. Secure a waiver if you are under the age of 17 and meet the following criteria:

- You must demonstrate readiness for college-level work.
- If you are not in the College Pathways concurrent enrollment program, you must follow the steps outlined at [CCD.edu/admissions-recruitment-and-outreach/underage-enrollment](https://ccd.edu/admissions-recruitment-and-outreach/underage-enrollment)

After completing all steps, you will receive the final decision from the Associate Dean of the Academic Advising and Student Success Center.

Denial of Admission

The College may deny admission to anyone whose background indicates that their presence would interfere with the function of the college or would endanger the health, safety, welfare or property of others. CCD has the right to deny admission or continued enrollment to anyone who has misrepresented their credentials or background.

Privacy

In applying to the College, you must act on your own behalf. Others may not access your student information without your prior written approval (see Family Education Rights and Privacy Act).

Immunization

Metropolitan State University of Denver Health Center | MSUDenver.edu/HealthCenter

You must provide documented proof of immunization against Measles, Mumps and Rubella (MMR) to the Health Center at Auraria. For more information, please call.303.615.9997

If you do not comply with the immunization requirement, you will receive a registration hold. The hold will not be released until you comply with the immunization requirement.

Transferring Credit to CCD

CCD.edu/TransferIn | 303.556.2420 | Confluence Building, Room 114

Guidelines

CCD adheres to the following guidelines and policies for the evaluation of transfer credit:

- CCD will also accept secure, certified electronic transcripts for credit evaluation. Order your official transcript(s) and send to Transcripts@ccd.edu (transcripts@ccd.edu). This method is only for colleges that use any of the following methods for sending transcripts: Parchment, E-Transcripts, Credentials Solutions, Inc., National Student Clearinghouse. Transcripts emailed directly from the student are not considered official.
- CCD will accept transfer credit from post-secondary institutions accredited by one of the seven regional accrediting associations. Credits earned at nationally accredited or unaccredited institutions may be considered for transfer and will be evaluated on a course-by-course basis.
- 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 of 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.
- CCD will perform a transfer credit evaluation only after you have been admitted to CCD, declare a program of study, and submit official transcripts from your prior school(s). You are responsible for requesting official transcripts from prior school(s).
- Official transcripts from prior schools should be sent directly to the Office of Registration and Records, 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 the original sealed envelope and marked "official."
- All received and/or evaluated transcripts become the property of CCD. You must obtain your own copy of transcripts for testing and/or advising purposes.
- Transcripts are evaluated on a course-by-course basis. To be considered for transfer, courses must be offered at CCD or determined as equivalent to CCD courses. College-level classes that are not equivalent to CCD courses may transfer in as electives. You must meet with an academic advisor to determine if, and how, the accepted transfer credit will apply to your intended program.
- Only those courses that apply to the selected degree or certificate program will be transferred to CCD. Additional courses may be transferred in if they satisfy course prerequisites or if they are similar to required courses.
- Courses must have a grade of C or better to be considered for transfer.
- 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 better.
- Credit for remedial, developmental, preparatory or non-college-level coursework is not transferable to CCD.
- Graduate- and/or doctoral-level coursework will not automatically transfer to CCD. These credits must receive approval from the instructional dean or program chair.
- 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. You 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 section.
- All credit is evaluated on the semester-hour basis. Credits from institutions that operate on a quarter-system calendar are transferred by multiplying the quarter hours earned by two-thirds.
- Transfer credit evaluations will only be assessed in person. The College will not provide any official evaluation via phone, email or fax.

Transfer of Credits from Area Vocational Technical Schools

Students who complete the technical coursework contained in a state-approved career and technical education certificate program at one of the three Area Vocational Technical Colleges (AVTC) can take additional academic credit hours at CCD and earn an Associate of Applied Science (A.A.S.) degree in applied technology. The three AVTC are Emily Griffith Technical College, Pickens Technical College and Delta-Montrose Area Technical College.

Credits for a certificate completed at the AVTS are transferable for an A.A.S. in applied technology. In addition, some individual courses may be approved for transfer on a course-by-course basis and applied to selected degrees. Refer questions about the transfer of individual courses to the appropriate academic advisor.

Transfer of International Credits

- Students who have attended international institutions and want their transfer credits evaluated must first have the international transcripts translated and evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) and have an official copy of their course-by-course credit evaluation report sent directly to CCD. Any translations or evaluations completed by companies that are not members of NACES will not be accepted by CCD for transfer credit review purposes.
- A complete list of approved NACES members can be found at www.NACES.org.
- CCD will perform a transfer credit evaluation only after the student has been admitted to CCD, declared a program of study, and submitted an official copy of their NACES course-by-course credit evaluation report.
- Students may also be required to provide English-translated course descriptions for courses that they wish to have transferred.

Demonstrate College Readiness

CCD.edu/Testing | Confluence Building, 2nd Floor

CCD offers several options for you to demonstrate you are ready for college, such as

- ACT, SAT and placement test scores,
- prior college coursework,
- high school coursework and GPA,
- high school equivalency diploma, or
- an English survey.

For the most updated and detailed information on college readiness, please visit CCD.edu/CollegeReady.

Credit for Prior Learning Exams

CCD's Testing Center offers the College-Level Examination Program (CLEP) tests and DANTES Subject Standardized Tests (DSST). Both nationally recognized tests allow you to receive college credit for learning acquired outside the traditional college classroom. Also, see Prior Learning Assessment Credit.

Get Credit for What You Already Know

CCD.edu/MomentumCredit

You 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 your educational objectives. Prior Learning Assessment Credit may be earned through standardized tests, challenge exams, published guides or portfolio assessment. For more information, please visit CCD.edu/MomentumCredit.

Time Limits on Transfer Credits

Health Sciences

Science prerequisites for the dental hygiene, medical office technology, and veterinary technology programs must be no older than seven years.

Business Technology

It is recommended that courses applied to business technology degrees and certificates be no more than five years old.

Early Childhood Education

It is recommended that courses applied to early childhood education programs be no more than seven years old.

Computer Information Systems/Information Technology

To ensure student success, it is strongly recommended that courses applied to the computer information systems or the information technology programs comply with 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 you have current industry experience, the time limit recommendations for applicable courses may be waived. See the appropriate program chair.

Transfer Options

Transferring to Four-Year Institutions

To help eliminate the guesswork of transferring course credits and associate degrees, Colorado has developed a statewide guaranteed transfer program called GT Pathways (guaranteed transfer pathways) and many statewide articulation agreements. Community College of Denver adheres to these established programs and agreements in order to guarantee the transfer of credits.

CCD's Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are designed to transfer to Colorado public four-year colleges and universities. After you obtain an A.A. or A.S. degree, you may enter a four-year institution as a junior. In some circumstances, an Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree may transfer.

GT Pathways applies to all Colorado public colleges and universities, including Community College of Denver. After starting at any public college or university in Colorado and, upon acceptance to another, students can transfer up to 31 credits of previously and successfully (C or better) completed GT Pathways coursework. These courses will automatically transfer and continue to count toward general education core or graduation requirements for any liberal arts or science associate's or bachelor's degree. Students should check with the school that they wish to attend so that they are clear about which credits will transfer beyond any that are guaranteed by GT Pathways.

Statewide Transfer Articulation Agreements / Degrees with Designation

A statewide transfer articulation agreement is an agreement among Colorado community colleges and universities. These agreements allow you to graduate from a community college with a 60 credit Associate of Arts (A.A.) or Associate of Science (A.S.) degree with designation, such as an Associate of Arts in business; enroll with junior status at a university; and complete the bachelor's degree in no more than an additional 60 credits (for a total of 120 credits). If you attend full-time (15 credits per semester) and

follow the structured schedule, you can complete a bachelor's degree in four years.

View a full list of degrees with designation.

Certain majors require that you take essential lower-division prerequisites before transferring to a four-year institution. Contact your academic advisor or faculty mentor for help in selecting lower division credit hours and for additional information regarding transfer to a four-year degree.

Other Transfer Agreements

Besides GT Pathways and the statewide transfer articulation agreements listed above, many colleges and universities have other transfer agreements that may apply. Use this catalog to determine if your degree path will transfer and speak with your academic advisor or faculty mentor for additional information.

Find Assistance

Colorado Community College System (CCCS)

CCCS.edu

Visit the CCCS for links to some of the four-year institutions that have articulation or transfer agreements with CCD.

Colorado Department of Higher Education

www.HigherEd.Colorado.gov

Additional information about statewide guaranteed transfer and articulation agreements is available at the Colorado Department of Higher Education.

Academic Integrity Policy

Academic Integrity Policy

As a student at Community College of Denver, you are expected to behave as a responsible member of the college community and to be honest and ethical in your academic work. CCD strives to provide you with the knowledge, skills, judgment and critical thinking needed to function in society. To falsify or fabricate the results of your research, to present the words, ideas, data or work of another as your own, or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student, faculty and staff community. All members of the CCD community share the responsibility and authority to challenge and report acts of academic dishonesty.

Guidelines for Academic Integrity

- You assume full responsibility for the content and integrity of the coursework you submit.
- You must do your own work and submit only your own work on examinations, reports and projects unless otherwise permitted by the instructor.
- You are encouraged to contact your instructor about appropriate citation guidelines.
- You may benefit from working in groups. However, you must not collaborate or cooperate with others on graded assignments, examinations or other academic exercises unless clearly directed to do so by the instructor.
- You must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations.
- You are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

Cheating

Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Examples of cheating include, but are not limited to:

- Using books, notes, or calculators or copying from or conversing with others during examination (unless permitted by the instructor).
- Having someone else do research, write papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
- Stealing, distributing, selling, and buying tests or having someone take a test on someone else's behalf.

Plagiarism

Representing the words or ideas of another as one's own in any academic exercise.

The following are considered to be forms of plagiarism:

- Word-for-word copying of another person's ideas or words.
- Mis-citing or incorrectly quoting another person's ideas or words.
- Interspersing one's own words within a document while, in essence, copying another's work.
- Rewriting another's work, yet still using the original author's fundamental idea or theory.
- Inventing or counterfeiting sources.
- Submitting another's work as one's own.
- Neglecting quotation marks on material that is otherwise acknowledged.

Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to:

- Stealing or destroying college or library reference materials, or computer equipment and/or programs.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has not been authorized or is forbidden by the instructor.
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
- Unauthorized alteration, forgery or falsification of academic records.
- The sale or purchase of examinations, papers, projects or assignments.

Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty.

Fabrication

The invention of material or its source and its use as an authority in academic work. Fabrication includes but is not limited to:

- Inventing data for a scientific experiment.
- Inventing the title and author or a publication in order to use the invented publication as a source.
- Knowingly attributing materials to an incorrect source.

Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

Multiple Submission

Unauthorized submission of academic work for which academic credit has already been earned and when such submission is made without authorization.

Academic Misconduct Procedure

Academic integrity is a foundational value of CCD. If there is an allegation of any academic misconduct, a report needs to be filed with the Office of Student Conduct as academic misconduct is considered a violation of the Student Code of Conduct.

When an incident of academic misconduct occurs, the faculty member has the autonomy to address the incident directly and immediately. This includes any grade implications. The faculty will then file an academic misconduct report with the Office of Student Conduct. The Office of Student Conduct will send out official communication, process the incident, investigate when necessary, and respond with appropriate institutional sanctions. This includes, but is not limited to probation, suspension, or expulsion in addition to possible educational sanctions, which will be added to a student's conduct file.

When an incident of academic misconduct occurs outside of class or is reported after the fact, the Office of Student Conduct will investigate the situation. Once a finding has been determined, the Office of Student Conduct will relay information to the responsible faculty member for any academic grade determinations.

A student has a right to appeal all proceedings. Similar to the investigatory process, the student has a two-pronged appeal opportunity (grade and/or conduct sanctions).

In order to appeal the grade, the student must follow the grade appeal process. All grade decisions by the supervising dean are final. If the student wants to appeal the institutional sanction(s), the student may appeal the conduct decision with the vice president of Enrollment Administration and Student Success or designee through the conduct appeal process. All conduct sanction appeal decisions by the vice president of Enrollment Administration and Student Success or designee are final. Information can be found at CCD.edu/StudentCode.

Academic Progress Guidelines

About This Procedure

As a CCD student, you are expected to maintain satisfactory academic progress. Recognizing the value of measuring academic progress for all students, CCD has established the following practice and procedure for measuring academic standing. This procedure is intended to be informational and helpful, but also establishes clear standards of academic progress that must be met and maintained in order to be a successful student at CCD. Your academic standing at one Colorado Community College System (CCCS) college will impact academic standing at other CCCS colleges.

Process

For students who have attempted fewer than 9 credit hours, CCD will monitor satisfactory progress through an academic alert process. These students are not subject to academic standing.

Academic standing applies to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic standing is applied consistently and uniformly within each CCCS institution. CCD will determine academic standing following the posting of the majority of term grades for each semester. Students placed on probation or suspension will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. The academic standing status will be noted on the advising, official and unofficial transcripts. The academic standing of a student is not specific or limited to CCD, as it will impact a student's enrollment at other CCCS colleges.

Definitions

- Only college-level classes will be used to calculate term and cumulative grade point averages (GPA). This includes summer-term courses.
- Only courses taken at CCD will be used for this procedure. Courses taken elsewhere and transferred in do not apply. The GPA calculations for this procedure may not match those used for financial aid purposes.

Standards

Initial Standing

Student has completed fewer than 9 cumulative credit hours with a cumulative GPA greater than or equal to 2.00 for all classes completed.

Academic Alert

Student has completed fewer than 9 cumulative credits with a cumulative GPA less than 2.00 for all classes completed.

Good Standing

Student has completed at least 9 cumulative credit hours and has a cumulative GPA greater than or equal to 2.00 for all classes completed.

Performance support

Student has completed at least 9 cumulative credit hours and has a cumulative GPA less than 2.00 for all classes completed. This value was previously referred to as "Academic Probation." By the conclusion of the Performance Support term, the student must raise their cumulative GPA to at least 2.00. If this condition is met, the student returns to Good Standing. Otherwise, the student will be Performance Improving or on Academic Suspension as outlined below.

Returning Support

Student is returning from Academic Suspension. By the conclusion of the Returning Support term, the student must raise their cumulative GPA to at least 2.00. If this condition is met, the student returns to Good Standing. Otherwise, the student will be Performance Improving or on Academic Suspension as outlined below.

Performance Improving

If a student on Performance Support or Returning Support earns a term GPA of at least 2.00 for all classes completed during the term but fails to raise their cumulative GPA to at least 2.00 for all classes completed, the student will be allowed to attend the next term as Performance Improving. This value was previously referred to as "Probation Continuing."

- As long as the student continues earning a term GPA of at least 2.00 during each term, they will be permitted to continue attending. The student will remain on Performance Improving until the cumulative GPA is at least 2.00, at which time they will return to Good Standing.
- If the student does not earn a term GPA of at least 2.00 while on Performance Improving, they will be placed on Academic Suspension.

Academic Suspension

If a student on Performance Support, Returning Support or Performance Improving earns a term GPA of less than 2.00 for all classes completed during the term, the student will be suspended and will not be allowed to enroll at the College issuing the suspension for the next term unless an appeal is approved. The student may be dropped from all registered courses for an upcoming term at the College based on the College's procedures.

Academic Suspension

All academic suspensions are for one term only. If a student who has served a suspension wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor. The student will be placed on Returning Support for their return semester. Students suspended from one College are not suspended from other Colleges within the System.

Appeals Process

- Students placed on Academic Suspension will be notified of their status and given the opportunity to appeal. Students must appeal their suspension based on procedures developed by the College issuing the suspension in order to continue enrolling at that College. Each College's appeal process should incorporate an element where the student demonstrates what has changed and why they will perform better in the future. Appeal consideration will be based on statements and documentation as submitted by the student. College processes for approving or denying appeals must be based upon objective factors.
- If the College approves an appeal, appeals for subsequent Academic Suspensions should address why the student was unsuccessful on the prior appeal, and what additional measures have been taken to ensure success.
- If the student's suspension appeal is approved, the student will be placed on Performance Support.

- If the student's suspension appeal is not approved, the student may be dropped from all courses registered for in upcoming terms at the College, based on the College's procedures.

Academic Renewal

In order to help CCCS students achieve success, returning students may request a one-time academic renewal from a CCCS College where up to 30 credit hours of poor academic performance may be excluded from their GPA calculation. The following procedures apply to applications for academic renewal:

- Students must wait a minimum of two academic years from the last term being considered for academic renewal.
- Students must be enrolled and have completed at least 6 hours with a 2.00 term GPA to be awarded academic renewal. For a Reverse Transfer Degree only, the student may fulfill this requirement by demonstrating enrollment in at least 6 credit hours with a 2.00 term GPA during the last semester of attendance at the four-year institution.
- A maximum of 30 credit hours can be excluded from the GPA.
- Grades approved for academic renewal remain on the transcript but are excluded from the GPA calculations.
- Academic renewal applies to D and F grades only.
- Students can only apply for academic renewal once, and if awarded, it is not reversible.

Notwithstanding the above procedures, a CCCS College may automatically grant academic renewal for students through the statewide Colorado Reverse Transfer Program if the student's four-year institution data shows they have been successfully progressing, and granting academic renewal will result in the awarding of an Associate's degree.

Academic Renewal Policy

About This Policy

The purpose of academic renewal is to allow a student the one-time opportunity to remove a maximum of 30 credit hours of poor academic performance from the grade point average (GPA) calculation.

Academic renewal applies only to courses taken at CCD and may only be awarded once. The original grades and credits remain on the permanent academic transcript and credit hours are deducted from your remaining COF stipend eligible hours. A notation indicating "academic renewal awarded" will be made on the official transcript and the grades will be excluded from the GPA. After being granted, academic renewal is irreversible. Credit excluded from the GPA calculation cannot be used to satisfy the requirements for completion of a certificate or degree.

The following conditions must be met to apply for academic renewal:

- Up to 30 hours can be excluded from GPA, but those grades will remain on your transcript.
- For courses to be eligible for academic renewal, you must not be enrolled at CCD for two calendar years.
- You must then be enrolled and have completed at least six semester credit hours with a minimum 2.0 GPA since returning to CCD. For reverse transfer degree only, you may fulfill this requirement by demonstrating enrollment in at least 6 credit hours with a 2.0 term GPA during the last semester of attendance at the four-year institution.
- The academic renewal form must include an academic advisor's signature.
- Only grades of D and F are eligible for academic renewal and exclusion from GPA calculation.

You are encouraged to meet with an academic advisor if you are concerned about a poor academic record to discuss other academic progress options and strategies for academic success.

The academic renewal policy is only applicable to CCD. Other institutions receiving a CCD transcript for transfer are not bound by CCD's policy and may choose to calculate your transfer GPA to include all grades, even those excluded by CCD under this policy.

Federal regulation dictates that academic renewal cannot impact a student's Satisfactory Academic Progress (SAP) standing for financial aid. CCD must use the original grade point average (GPA) when calculating the measures for SAP.

While applying for academic renewal, you are responsible for investigating the potential impact of academic renewal on transfer admission, financial aid, veteran's benefits and other agencies and organizations.

Attendance Policy

CCD Curriculum Standards

CCD follows the Colorado state-mandated common course descriptions, competencies and outlines for any course offered, regardless of the method of delivery. For online, hybrid and accelerated courses, CCD uses existing academic structures in the development of courses and curricula.

Attendance

Attendance at all class sessions is critical for academic success. Regular and punctual attendance is expected, and each instructor will keep a complete record of student attendance for the entire length of each course. As a CCD student, you will be counted absent from missed class meetings, beginning with the first day of class. Faculty must report any student who does not attend the first 15 percent (census date) of the course and you will be dropped and not be allowed to re-register for the course. Any corequisite required for a course that is dropped for non-attendance may also be dropped. You are responsible for properly processing a withdrawal from a class if you want to avoid receiving a failing grade.

You are responsible for communicating with your faculty member often and quickly about any absence, learning the material that was taught, and completing all class assignments.

The attendance policy for health sciences and other programs may differ because of clinical requirements or rules set by approving agencies.

Online students must complete a graded assignment within the first 15 percent of the course (census date). Depending on the instructor, this can be a discussion post, assignment, quiz, or some other assessable activity. Please check with your instructor if you have questions.

Grading System

Grading System

ACCREDITATION AND AUTHORIZATIONS

(HLC) Higher Learning Commission (Full Accreditation)
 (CDA) Commission on Dental Accreditation (Dental Hygiene)
 (CBON) Colorado Board of Nursing (Nurse Aid)
 (ACEN) Accreditation Commission for Education in Nursing (Practical Nursing)
 (JRCET) Joint Review in Education in Radiologic Technology (Radiologic Technology)
 (CAAHEP) Commission on Accreditation of Allied Health Education Programs
 (AVMA) American Veterinary Medical Association and Committee on Veterinary Technician Education and Activities (Veterinary Technology)
 Pursuant to C.R.S. § 23-60-111(1), CCD is authorized to issue high school diplomas.

GRADING SYMBOLS/ GRADE DESCRIPTIONS

A- Excellent Superior- (4)
 A*- Excellent Superior (Transfer/Inter-Institutional)- (0)
 AU- Audit (No Credit)- (0)
 AW- Administrative Withdrawal- (0)
 B- Good- (3)
 B*- Good (Transfer/Inter-Institutional)- (0)
 C- Average- (2)
 C*- Average (Transfer/Inter-Institutional)- (0)
 CNG- Conversion – No Grade- (0)
 CPL- Credit for Prior Learning- (0)
 CR- Credit- (0)
 D- Deficient- (1)
 D*- Deficient (Transfer/Inter-Institutional)- (0)
 F- Failure- (0)
 F*- Failure (Transfer/Inter-Institutional)- (0)
 F/D- Not passing (D-level) work in developmental course- (0)
 F/F-Not passing (F level) work in developmental course-(0)
 I- Incomplete- (0)
 I/F- Incomplete for developmental courses (Rolls to F/F if not completed within required time period)- (0)

IP- In Progress- (0)
 L- Life Experience- (0)
 NC- No Credit (No Credit Awarded)- (0)
 P- Passing- (0)
 P/A- Passing (A-level) work in developmental course- (0)
 P/B- Passing (B-level) work in developmental course- (0)
 P/C- Passing (C-level) work in developmental course- (0)
 S- Satisfactory- (0)
 S/A- Satisfactory (A-level) work in developmental course- (0)
 S/B- Satisfactory (B-level) work in developmental course- (0)
 S/C- Satisfactory (C-level) work in developmental course- (0)
 SP- Satisfactory Progress (No Credit Awarded)- (0)
 U- Unsatisfactory- (0)
 U/D- Unsatisfactory (D-level) work in developmental course- (0)
 U/F- Unsatisfactory (F level) work in developmental course- (0)
 WD- Administrative Withdrawal (For Cause)- (0)
 W-Withdrawal- (0)
 WX- Administrative Withdrawal (No Fault)- (0)
 Z- Missing Grade- (0)

TERM HONORS:

President's List
 Vice President's List Dean's List

TERM GPA/ CUMLATIVE GPA:

4.00
 3.75-3.999
 3.50-3.749
 AHRS = Attempted Hours
 EHRS= Earned Hours
 QPTS= Quality Points
 GPA= Grade Point Average

Graduation Requirements

Catalog Requirements for Graduation

This catalog is effective summer semester 2024 through spring semester 2025. First-time students at CCD who are admitted during this period should use this catalog.

Continuing students who have not had a 12-month lapse in enrollment since first enrolling at CCD have the following "catalog of record" options for meeting their graduation requirements. A student may use the catalog in effect when the student

- is admitted to CCD;
- first registers at CCD;
- submits a Program of Study Change Request form;
- or applies for graduation.

Students cannot combine major requirements from multiple catalogs for graduation purposes. The catalog of record can be used for only six years for degree programs and three years for certificate programs. Students who do not maintain continuous enrollment (attend at least one term during each 12-month period) must be readmitted and are subject to the catalog in effect beginning with the term for which they are readmitted.

Auto-Conferral

After census for the fall and spring terms, the Office of Registration and Records and the Academic Advising & Student Success Center will research records of students who are at 100% of degree or certificate requirements in –progress as displayed in Degree Works reporting. Graduation Applications will be submitted on each student's behalf if the student has not already submitted an application. Awards will be "automatically conferred" at the end of the term for those who successfully complete their degree or certificate requirements (grade of "C" or better in each course and for degrees a cumulative GPA of 2.0 or higher).

Reverse Transfer

Reverse transfer allows students who have transferred from CCD to a Colorado four-year institution to combine credits from both institutions and apply them towards an associate degree. This can be done either by opting in to the Colorado Reverse Transfer program when notified by the four-year institution (students will only be eligible for the A.A., A.S. or A.G.S. degrees) or students may initiate this process by submitting their official transcript from

a four-year institution along with a completed CCD graduation application to the Office of Registration and Records.

Check Your Progress Towards Graduation

Before you can graduate

Degrees and certificates will be granted during the semester in which the final requirements are completed. You need to apply for graduation by the published deadline.

How to Use Degree Works

Degree Works is a web-based degree audit and advising tool that allows you to view requirements for all degrees and certificates and see how credits apply towards a selected degree plan.

1. Log into CCDConnect.
2. Click on the Degree Check icon.
 - The audit for officially declared program(s) will appear in a new window.
 - If you are pursuing multiple programs (i.e. a certificate and an associate degree), the desired program can be selected from the "program type" dropdown box at the top of the page.
 - **NOTE:** If you do not have a correct degree/certificate declared with the Office of Registration and Records, you may submit a Program of Study Change Request - <https://www.ccd.edu/docs/program-study-change-request>. Please allow 5-7 business days for processing and Degree Check to be updated.
3. Print the Degree Works audit by clicking "print" in the upper right corner of the page..

What-If Audit

To see how your coursework will fit in another program of study, you can do a "What-If" audit by clicking on "What-If" under the box with your name.

1. Under the what-if "program type," select a degree option or click on "certificate" to choose any of the certificate options.
2. For "catalog year," select the year coursework was begun or the current academic year.
3. Select a specific "program" or "concentration," if applicable.
4. Click the "process what-if" button.

Preparation Checklist

- You are encouraged to meet with your academic advisor to ensure certificate/degree requirements have been met.
- Apply for graduation electronically at www.ccd.edu/GradApp
- To request credit for previous college coursework, you must have all official transcripts sent to the Office of Registration and Records. Official transcripts must be submitted prior to the end of the semester of graduation. You must check your unofficial CCD transcripts to ensure the transfer credit has been applied to your records.
- Prior Learning Assessment Credit (PLAC) may be applied toward your degree or certificate only after formal processing and granting of credit. The PLAC evaluation must be completed prior to the end of the semester of graduation.
- Diplomas will be printed with the name currently on record with CCD's student information system. All requests for name changes must be submitted to Office of Registration and Records before or during the semester the graduation application is submitted.
- An incomplete grade will result in a denied graduation.
- If the graduation application is disapproved for any reason, you must reapply during the new semester of graduation. All application deadlines apply.
- Degree/certificates may be picked up from the Office of Registration and Records or will be mailed to you approximately eight weeks after the end of the term. Diplomas will be mailed to the address currently on record in CCDConnect. Be sure this information is kept up to date.
- Diplomas that are returned to CCD due to incorrect addresses will be held for one year, after which they will be destroyed.
- Duplicate copies of diplomas may be requested for \$25 each.

Degree Requirements

All degrees have general education requirements that meet goals for general education, established by the Colorado State Board for Community Colleges and Occupational Education. For additional information, please visit the Colorado Community College System (CCCS.edu) website.

The diploma received at the time of graduation will list the degree only. The diploma will not list an area of emphasis unless majoring in an Associate of Applied Science, Associate of Arts Degree with major or Associate of Science Degree with major.

Associate Degree Requirements

Associate degree applicants must meet all of the following requirements. The department chair and center dean may approve exceptions.

- Earn a cumulative grade point average of 2.0 — a C average — or better. All courses considered for graduation require a C or better. You should check with your department chair, center dean or academic advisor for information about these requirements, as some programs may have higher GPA requirements. Only the center dean may approve exceptions for the minimum grade earned towards a degree. If a grade lower than a C is approved, it may nullify certain transfer agreements and does not guarantee that it will be accepted at other institutions of higher education.
- Complete a minimum of 60-semester hours of credit in approved coursework.
- Complete a minimum of 15 credits at CCD within the selected program of study.
- Momentum Credit will apply toward degree requirements, but not toward guaranteed transfer or residency requirements.
- CCD Online and CCC Online (registration through CCD and CCD declared as the home institution) courses will be included in residency hours.
- To obtain a second degree from CCD, you must meet all degree requirements as well as complete 15 additional semester hours at CCD that apply towards the second program of study.
- No more than six semester hours of independent study coursework can be applied toward an associate degree program.
- Special topics credit hours may be limited when applied towards a degree. In individual cases, the limit is determined by the program area. You are responsible for consulting with your academic advisor before registering for special topics courses in order to determine how these credits apply toward a degree.
- Quarter-hour transfer credits will be converted to semester credit hours using the formula one quarter hour credit = 2/3 semester credit hour. Thus, a four-quarter-credit course becomes 2.7 semester credits. For the purpose of awarding a degree, CCD will allow up to a one-credit course substitution per course for this insufficient credit, as long as the course substitution is not being used for an Associate of Arts Degree with Designation or an Associate of Science Degree with Designation. If you have insufficient credit due to quarter-hour conversions, you must speak with your academic advisor to see if you qualify for a course substitution.

Certificate Requirements

All CCD graduates for certificate programs must meet the following requirements. The program department chair and center dean may approve exceptions.

- Earn a C average or better in coursework included in the certificate program. All courses considered for graduation require a C grade or better unless otherwise approved. Check with the instructional center and academic advisor for information about the minimum GPA required for graduation as some certificates may have higher GPA requirements.
- Complete the specified requirements of an approved vocational/technical program.
- Complete a minimum of 25 percent of the selected program of study at CCD.
- If required by the program, complete the capstone course at CCD.
- CCD Online and CCC Online (registration through CCD and CCD declared as the home institution) courses will be included in residency hours.

- Quarter-hour transfer credits will be converted to semester credit hours using the formula one-quarter-hour credit = $\frac{2}{3}$ semester credit hour. Thus a four-quarter-credit course becomes 2.7 semester credits. For the purpose of awarding a certificate, CCD will allow up to a one-credit course substitution per course for this insufficient credit. If you have insufficient credit due to quarter-hour conversions, you must speak with your academic advisor to see if you qualify for a course substitution.