

# 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](http://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](http://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.

## Time Limits

### 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.

## **College Readiness & Placement Demonstrate College Readiness**

[CCD.edu/Testing](https://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](https://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](https://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](https://ccd.edu/MomentumCredit).