



## Procedure 501-07 Transfer and Evaluation of Credit to the College

Sponsor: Registration and Enrollment Services

### **Purpose**

To establish criteria for submissions of transcripts to Coconino Community College (the College) and the evaluation of each.

### **Definitions**

Official Transcript is a transcript that has been mailed, hand-delivered (with seal intact), or sent electronically from another credit-granting institution to the College.

Prior Learning Assessment is the term used by the College to describe the process of earning college credit from learning acquired through a student's work, training, and other life experiences.

Regionally accredited higher education institutions are those that are accredited by:

1. Middle States Commission on Higher Education
2. New England Commission of Higher Education
3. Higher Learning Commission (HLC)
4. Southern Association of Colleges and Schools Commission on Colleges
5. WASC Senior College and University Commission
6. Northwest Commission on Colleges and Universities

### **Procedure**

#### Transcripts from Other Institutions

1. Students who desire to transfer previous college or university credits to the College must submit official transcripts from all institutions regardless of when credit was earned or the level of grade received.
2. Only credit from regionally accredited institutions will be accepted as transfer credit.
3. Only courses with a grade of C or higher will be evaluated for transfer credit.
4. When courses are transferred in, the plus or minus designation will be dropped and only the letter grade will be kept. For example, a C- or a C+ will transfer as a C or 2.0 grade points. (Refer to Procedure 303-05 Grading)

Undergraduate courses numbered 300 and above may transfer as elective credit with a designation of 3XX, 4XX, or 5XX.

Transfer credit grades are not used to calculate a student's CCC GPA.

Grades earned at other colleges or universities cannot replace grades earned at CCC.

#### Credit for Prior Learning

Students enrolled at the College may be awarded up to forty-five (45) credit hours for Prior Learning (See Procedure 303-15 – Credit for Prior Learning).

### Transcript Evaluation

1. The transcript evaluation procedure includes a two to three-week review process.
2. Individual programs may determine whether incoming transfer courses satisfy program requirements and prerequisites based on the age and content of the course.
3. Courses satisfying general education requirements have no time limit.

### **References**

Procedure 303-05 Grading

Procedure 303-15 Credit for Prior Learning

### **Procedure History**

08/2000 Revised

04/17/2001 Revised

01/21/2003 Revised

04/06/2004 Revised

11/07/2006 Revised

04/24/2007 Revised

05/11/2007 Reformatted, Revised, and Adopted by College Council

07/22/2020 Revised and combined with 501-08 Transfer Credit to the College, Approved by Executive Council

### **Legal Review**

None