

Transfer Credit Acceptance Policy (extracted from page 12)

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Prior Learning Assessment Policy (extracted from page 49-51)

Extracted from CNCC Course Catalog on 9/7/22 at <https://cncc.edu/academics/course-catalogs>

Students enrolled in grades 9-12 can take CE courses, as allowed by individual high school policies.

In order to register for CE courses, students must complete the following steps:

Step 1: Complete online application for admission to CNCC <http://www.cncc.edu/apply/>

Step 2: Meet with the high school counselor and CNCC CE specialist to determine what enrollment options are available, how to fit college courses into the student's high school academic plan, and whether you meet the entry requirements for the planned courses

Step 3: In lieu of the Accuplacer, the CNCC Concurrent Enrollment Department will use one or more of the following measures to determine placement.

- a. **Math** classes up to MAT 1340: College Algebra and MAT 1260: Intro to Statistics
 - a. An unweighted cumulative GPA of 3.0 or higher or a B or higher in Algebra II, Geometry or Pre-Calculus
 - b. PSAT/SAT score of <500 on the mathematics section
 - c. Completion of the <https://cncc.formstack.com/forms/placement>.
- b. **English** 1021: English Composition I and other composition-related classes such as Psychology, Humanities, History, etc.
 - a. An unweighted cumulative GPA of 3.0 or higher or a B or higher in junior-year level English
 - b. PSAT/SAT score of <470 on the writing/language section
Completion of the <https://cncc.formstack.com/forms/placement>

Step 4: Complete the CE College Registration Form. This form is available from your high school counselor and should be returned to your high school counselor during the specified enrollment period each semester.

For more information about CNCC's Concurrent Enrollment program, please contact the Coordinator of Concurrent Enrollment, Jessica Counts 970-824-0832 or jessica.counts@cncc.edu.

Students under the age of 17 who are taking classes other than through the CE Program must be granted an Age Waiver approved by the Vice President of Instruction or by the President of the college before classes begin. Age Waiver forms may be obtained from the Admissions and Records office by emailing admissions@cncc.edu or other contact information on [CNCC's Admissions Webpage](#).

Admission for Transfer Students

Transfer students seeking admission to CNCC are to follow the procedures outlined under Admissions Procedures with the following exceptions:

Students who have completed 12 hours of college-level work are not required to submit high school transcripts.

College transcripts will be evaluated prior to registration to ascertain acceptable credits that will apply to the student's program of study. Courses for which the student has earned a grade of "D", "F" or "U" will not be accepted for credit.

Students with a GPA below 1.5 may be admitted on academic probation.

In determining academic standing while attending CNCC, the GPA of a transfer student is computed on the basis of credits attempted at CNCC only and will not include credits and grade points earned at other colleges.

Transfer of credit for vocational courses is determined by the program director of the occupational program in which the student is seeking a degree.

Academic Distinction Lists

Any student who completes 12 or more credit hours (not including developmental courses) in one semester and earns a term GPA of 4.0 will be placed on the President's Academic Distinction List.

Any student who completes 12 or more credit hours (not including developmental courses) in one semester and earns a term GPA of 3.75 to 3.99 will be placed on the Vice President's Academic Distinction List. Any student who completes 12 or more credit hours (not including developmental courses) in one semester and earns a term GPA of 3.5 to 3.74 will be placed on the Dean's List.

Recalculation of Grade Point Average

A student who re-enrolls at CNCC after an absence of two or more years may petition the Vice President of Instruction to have his/her cumulative hours recalculated. The petitioning student must be enrolled and have completed at least 6 hours with a 2.0 minimum GPA. Up to 30 credits can be excluded from the GPA. If the petition is approved, the student resumes his/her academic program and begins with a new cumulative grade point average. All courses taken will remain on the permanent record, but only courses with marks of "A", "B", or "C" will be allowed toward degree requirements and count in the total hours earned.

Transcripts

The Records Office will send a transcript of credits to other collegiate institutions or outside agencies through an online request process. Please visit <https://cncc.edu/transcriptrequest> to place an order. Official transcripts cost between \$2.00 and \$25.00 depending on the delivery method. No transcripts will be released as long as the student has outstanding obligations (financial or otherwise) to CNCC.

The transfer of academic credit to the college is governed by the following policies and procedures:

1. Transfer credits will be accepted from regionally accredited institutions. Credits taken within 15 years of admission to CNCC will be accepted unless restricted by program requirements. Credits taken more than 15 years prior to admission will be evaluated for transferability on a course-by-course basis.
2. Courses accepted in transfer MUST match the content and meet or exceed the rigor of the
3. accepting institution as determined by the professional judgment of the Transfer Evaluator or Department Chair.
4. Transfer credit is accepted as specified by legislated and Colorado Community College System (CCCS) articulation agreements.
5. Transcripts will be evaluated for course relevant to the student's selected degree/plan of study at the time of the evaluation. If the student changes majors transcripts can be requested to be re-evaluated upon completion of the Change of Major.
6. The college may examine credits to insure that the content is not outdated or obsolete.
7. Courses will be evaluated against the Colorado Common Course Numbering System (CCCNS) Catalog.
8. The official transcript will include courses taken at the institution and those transfer credits requested by the student.
9. Courses will be transcribed with CCCNS course number, title, prefix and the number of credits awarded by the transferring institution.
10. Grades for transfer courses will be recorded, but will not show on the official transcript or be reflected in the student's GPA.
11. Pre-requisite courses below the 100 level will not be accepted in transfer, but will be noted in the student's academic record.
12. 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.
13. Transfer courses that have the GT (Guaranteed Transfer) 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, ex., CO1, AH3, MA1, etc.
14. Transfer credits will be awarded as governed by CCHE and State Board policies and System President procedures.

Transfer Dispute Appeals Process

Students may file an appeal if they feel that coursework was not properly evaluated.

1. Student should contact the Transcript Evaluator and/or the Registrar to request clarification within 15 calendar days of the date of the evaluation notification.
2. The appeal must be submitted to the Director of Admissions/Registrar in writing within 15 calendar days of the date of the evaluation notification.
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, composed of the program director, appropriate division dean, and outside faculty member 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 appeal process.
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.

Appeals beyond the initial decision should be made in writing to the Vice President of Instruction, 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. The college will hear and reach a decision on the appeal within 15 calendar days after the appeal is filed. Next, 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.

Academic Integrity

The foundation of a college is truth and knowledge, each of which relies in a fundamental manner upon academic integrity, which is diminished significantly by academic dishonesty. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All at CNCC are responsible for and affected by the cooperative commitment to academic integrity.

CNCC considers academic dishonesty to be a serious offense, which will be dealt with by appropriate disciplinary action.

Cheating

The word "cheating" refers to the acts of giving, utilizing, or receiving unpermitted aid during examinations or in the preparation of homework, reports, or any other class work that the instructor will use as a basis for evaluation. The following are some specific examples of cheating; however, these examples are not necessarily the only forms of cheating. Students are cheating if:

- they prepare, prior to an exam, written information, which they then use during the exam without the instructor's knowledge or permission.
- they obtain from or give to another student any unpermitted information during an exam or while preparing class work.
- they change the answers on an exam or an assignment after it has been returned, and then ask the instructor to re-grade that exam or assignment.
- they have another person prepare reports or take exams for them.
- they turn in, as their own, written assignments or reports that have been either purchased or borrowed from another source.

Plagiarism

The word "plagiarism" refers to the use of another person's work without giving proper credit to that person. When copying verbatim (i.e., words, phrases, sentences, or entire passages) or paraphrasing another person's work (i.e., borrowing but rewording that person's facts, opinion, or ideas), a student must give proper credit through the use of appropriate documentation.

Actions Taken Against Academic Dishonesty

If an instructor detects an act of academic dishonesty, the following actions will be taken:

1. The instructor will meet individually with the student to discuss the incident. If the incident involved "cheating" as defined in the Course Catalog the instructor will discuss this with the student and how to avoid another cheating

project will be brought to completion. The following conditions apply:

1. Approvals will be based on
 - a. the student's course load;
 - b. the student's grade point average;
 - c. availability of other courses from the same category;
 - d. assessment of the student's ability to successfully complete the course; and
 - e. extenuating circumstances necessitating the independent study request.
2. A maximum of 12 credit hours may be earned by independent study.
3. Independent study courses shall be completed within the term for which the student registered.

Prior Learning Assessment (PLA)

The PLA addressed in this procedure is defined as knowledge or skills that have been attained outside the traditional academic environment and that have not been previously evaluated for and awarded college credit.

Procedure

- **Standards for Awarding PLA Credit**
 - PLA Credit is not awarded for experience, but rather for college level learning which entails knowledge, skills and competencies that students have obtained as a result of their prior learning experiences.
 - Once a student has been admitted to the College and has chosen a program of study, the student becomes eligible for PLA Credit.
 - Academic credit will be awarded only for those courses directly applicable to the student's declared program as outlined in college publications.
 - A student may use PLA Credit to fulfill any degree, certificate or graduation requirement, but a mandatory 25% of credits must be earned at the College that will confer the degree or certificate.
 - All work assessed for PLA Credit must meet or exceed "C" level work. Minimum cut-off scores on standardized tests are set at "C" level work.
 - PLA Credit will be assessed by faculty subject matter experts as determined by the College.
- **Methods for Awarding PLA Credit:** Approved methods available for awarding PLA Credit include: Standardized Tests, Institutional Challenge Examinations, Published Guides, Portfolios and successful completion of a CCCS approved Colorado Department of Corrections CTE certificate program.
 - **Standardized Tests**
 - National standardized tests such as The College Board College Level Examination Program (CLEP), both general and subject examinations; Advanced Placement Program (AP); and International Baccalaureate (IB) programs.
 - DSST Exams (formerly known as DANTES Exams); UExcel Exams (formerly known as Excelsior College Examinations); and other nationally recognized industry testing, training, licensing or certification programs.
 - To receive college credit, students who take any standardized test must request that their scores be sent directly to the CNCC Records Office. There is no charge for CNCC to evaluate standardized test results for credit.
 - Only one Standardized Test or Institutional Challenge Examination for a particular course will be permitted during any one semester.
 - **Institutional Challenge Examinations**
 - Institutionally approved examinations, such as objective tests, essays, and oral, hands-on or simulated demonstrations will be used to evaluate the student's competencies specific to the course being challenged.
 - Institutional challenge examinations are the equivalent of a comprehensive final examination for the course being challenged.
 - The cost for Institutional Challenge Examinations is \$45 per credit hour.
 - Only one Standardized Test or Institutional Challenge Examination for a particular course will be permitted during any one semester.
 - **Published Guides:** The System accepts credit recommendations for both military and industry evaluated training programs and credentials from the following local and nationally recognized entities.
 - Educational Experience in the Armed Services as documented on the Joint Services Transcript (JST): The credit recommendations of the American Council on Education (ACE), as published

the approved program. These eligible career/technical credits may be applied to the requirements of a program leading to a certificate or to an Associate of Applied Science or an Associate of General Studies degree at a Community College within CCCS. Transfer is limited to Career and Technical (CTE) coursework.

- Post-Secondary credits accepted in transfer from the Colorado Department of Corrections must come from a State Board for Community Colleges and Occupational Education (SBCCOE) approved CTE certificate program and be instructed by CCCS credentialed faculty.
- An annual review of Department of Correction programs will be completed by the CCCS Chief Academic Officer/Provost or her/his designee.
- **Military Education and Training**
 - Each College will provide active duty and veteran military students with specific guidance to help them select a program of study that optimizes the use of their prior learning assessment credit toward a degree or certificate completion.
- **Additional Provisions**
 - Posting of Credit: A student may apply for PLA Credit at any time, as long as the student is admitted and has identified a program of study to which the PLA Credit will apply.
 - FTE Considerations: Credits awarded for prior learning will not be counted for FTE enrollments or state entitlement.
 - Records and Transcripts: Official transcripts shall designate all PLA Credit awarded. Such credit shall be identified by specific course, number of semester credit hours, and PLA Credit method of award. No letter grades will be posted for PLA Credit. All documentation used as a basis for PLA Credit awarded will be maintained by the college consistent with institutional policies on record retention.
 - Cost: Colleges may charge assessment fees to the student based on the method of assessment and as determined in the PLA Credit Cost Matrix in the CCCS PLA Credit Manual.
The evaluation fee to be charged shall not exceed 50% of the standard tuition rate per credit.
 - Students should be given the information necessary to understand that PLA Credit fees are non-refundable, even if the student fails to earn credit.
 - Students should be given the information necessary to understand that requests for re-evaluation will be charged at the same rate as first time assessments.

Classification of Students

Freshman:	Student with fewer than 30 passing semester hours of college credit.
Sophomore:	Student with 30 or more passing semester hours of college credit.
Full-time Student:	Student carrying 12 or more semester hours of credit during a semester.
Part-time Student:	Student carrying fewer than 12 semester hours of credit during a semester.

Grading System:

Grades are earned in each course, and the grade is recorded on the student's permanent record. Grade definitions are as follows:

- A.....Superior (4 grade points per credit earned)
- B.....Good (3 grade points per credit earned)
- C.....Average (2 grade points per credit earned)
- D.....Poor (1 grade point per credit earned)
- F.....Failure (0 grade points per credit earned)
- W.....Withdrawal (not computed in grade point average)
- AD.....Administrative Drop (not computed in grade point average)
- WX.....Administrative Withdrawal Appeal/No Fault (not computed in grade point average)
- WD.....Administrative Withdrawal Other/Cause (not computed in grade point average)
- I.....Incomplete (not computed in grade point average)
- P.....Pass C or better (not computed in grade point average, but included in hours earned)
- F.....Fail Below C (not computed in grade point average, and not included in hours earned)
- P/A.....Passing Developmental A Level
- P/B.....Passing Developmental B Level
- P/C.....Passing Developmental C Level
- F/D.....Not Passing Developmental D Level
- F/F.....Not Passing Developmental F Level
- I/F.....Incomplete Development Incomplete
- AU.....Audit (not computed in grade point average)