
TOPIC: Course Transfer and Program Articulation – Procedures

Policy Number:
D23

Transfer Assurances

To ensure transfer of Cloud County Community College courses to other institutions of higher education, the College will maintain all standards of accreditation as put forward by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Additionally, to ensure transfer of Cloud County Community College courses to Kansas institutions of higher education, the College will participate in the statewide course articulation process of the Kansas Core Outcomes Group.

Transfer Disclaimer

The granting of transfer credit by Cloud County Community College does not guarantee transferability to any other college or university.

Student Responsibility

To expedite course transfer to other institutions of higher education, students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

To transfer course credits from another college or university into Cloud County Community College, the student must submit official transcripts to the Cloud County Community College Office of Student Records.

Transfer Agent

Cloud County Community College's Registrar will serve as the transfer agent for transfer and articulation issues. The Registrar's contact information will be identified on the College's web site.

Equivalent Courses

Courses determined to be substantially equivalent to Cloud County Community College courses will be accepted in transfer as equivalent courses from any regionally accredited institution of higher education. Cloud County Community College reserves the right not to accept transfer equivalency courses that are more than five (5) years old. The following process will be used to determine substantial equivalency:

1. The syllabus for the transfer course will be reviewed by the appropriate Department Chair to examine the student learning outcomes.
2. The Department Chair will identify the Cloud County Community College course for which the transfer course is deemed equivalent.
3. The acceptance of the transfer course as equivalent to the Cloud County Community College course will be communicated to the College's Registrar, who will record the equivalency in a transfer course database.

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Substitute Courses and General Electives

If a substantially equivalent course is not identified through the above process, the transfer course may be accepted as a course substitution if stipulated as such by the appropriate Department Chair or as a general elective. The Department Chair will identify the Cloud County Community College course for which the transfer course will substitute. The College's Registrar will record the course substitution in a transfer course database.

Transfer of General Education Courses

General education courses, as identified by the General Education Subcommittee of Cloud County Community College's Instructional Services Committee and as defined by the Kansas Board of Regents board policy Chapter III, section 2, paragraphs d. (vi), f. (iii), and f. (v), shall transfer from any Kansas regionally accredited public institution of higher education as course equivalents. The College's Registrar will record the course equivalents in a transfer course database.

General education courses, as identified by the General Education Subcommittee of Cloud County Community College's Instructional Services Committee and as defined by the Kansas Board of Regents board policy Chapter III, section 2, paragraphs d. (vi), f. (iii), and f. (v), shall transfer from any regionally accredited public or private institution of higher education outside of Kansas as course equivalents. The College's Registrar will record the course equivalents in a transfer course database.

Transfer Course Database Management

The College's Registrar, with input from the Academic Deans and Department Chairs, will review the transfer course database annually to verify course equivalencies, substitutions, and general electives.

Transfer of Technical Courses

Completed non-degree technical courses, stand-alone-programs (SAPs), and completed Associate of Applied Science degrees will transfer into Cloud County Community College as a block of course credits or on a course-by-course basis when said coursework or degree is articulated to a specific Cloud County Community College applied science degree program.

Reverse Transfer

To facilitate degree completion, Cloud County Community College will encourage students who intend to transfer to another college or university prior to graduation from Cloud County Community College to participate in the Kansas Board of Regents' Reverse Articulation program.

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Transfer Courses GPA

Students begin a new Grade Point Average at Cloud County Community College regardless of the G.P.A. from transfer institutions. If any transferred courses are used to satisfy Cloud County Community College graduation requirements, then the student's entire G.P.A. from the transfer institution is included for graduation purposes. If none of the transfer units are used to satisfy Cloud County Community College graduation requirements, then both courses and grade points are ignored.

Appeal Process

Students who disagree with the Department Chair's determination of course transferability may appeal the decision. The student must initiate the appeal according to the following steps.

1. The student will appeal the status of course transferability in writing to the Academic Dean over the department which houses the course in question within ten (10) working days of the determination.
 - a. The student will provide his or her evidence supporting course equivalency or substitution. This evidence will demonstrate how learner outcomes align between the transfer course and the Cloud County Community College course.
2. The student's appeal will be reviewed by the appropriate Academic Dean with input from the Department Chair and faculty members over the course. A written response to the student will be submitted within five (5) working days of the receipt of the appeal.
3. If the student is not satisfied with the outcome of the appeal, he or she may appeal to the Vice President for Academic Affairs within five (5) working days from the date of the Academic Dean's decision.
4. The Vice President for Academic Affairs will provide a written determination of the appeal to the student within five (5) working days of receipt of the student's request for review.
5. The decision of the Vice President for Academic Affairs is final.
6. The decision will be kept on file by the College Registrar.

Program Articulation

Cloud County Community College strives to expand its students' opportunities by articulating program areas of emphases with similar degree emphases at two-year colleges and related degree majors at four-year universities. These articulation agreements are entered into a database maintained by the Kansas Board of Regents and are communicated in detail on the Cloud County Community College web site. The College's Transfer and Articulation Agent, in consultation with the Vice President for Academic Affairs and the appropriate Academic Dean, Department Chair, and program faculty, serves as the point of contact to initiate and/or finalize these agreements.

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