
TOPIC: Course Transfer and Program Articulation – Procedures

Policy Number:
D23

Effective Date: Fall 2022

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 CCCC 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 CCCC 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 institution or university into CCCC, the student must submit all official prior college transcripts to the Admissions Office. The Registrar or the Office of Student Records will evaluate successfully completed coursework from accredited institutions. A maximum of forty-seven (47) credit hours may be transferred to CCCC for the AS, AA, AAS or AGS degree. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation and will be included in the calculation of the GPA. If applicable, development prerequisites in math and English will be transcribed but will not count towards the maximum of forty-seven hours. Students who change their program may have their transcripts re-evaluated by the Office of Student Records upon request.

Transfer Agent

CCCC Registrar will serve as the transfer agent for transfer issues. The Registrar's contact information will be identified on the College's website.

Equivalent Courses

Courses determined to be substantially equivalent to CCCC courses will be accepted in transfer as equivalent courses from any regionally accredited institution of higher education. CCCC 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:

Adopted:	Reviewed	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
3/28/17	1/30/18	5/10/22			

TOPIC: Course Transfer and Program Articulation – Procedures	Policy Number: D23
---	-----------------------

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 CCCC course for which the transfer course is deemed equivalent.
3. The acceptance of the transfer course as equivalent to the CCCC course will be communicated to the College’s Registrar, who will record the equivalency in a transfer course database.

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 CCCC course for which the transfer course will substitute. The College’s Registrar will record the course substitution.

Transfer of General Education Courses

General education courses, as identified by the General Education Subcommittee of CCCC’s Academic Affairs 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 CCCC’s Academic Affairs 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 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 as a block of course credits or on a course-by-course basis as they apply to certificate, AAS, or AGS programs.

Reverse Transfer

To facilitate degree completion, CCCC will encourage students who intend to transfer to another college or university prior to graduation from CCCC to participate in the Kansas Board of Regents’ Reverse Articulation program. A student must earn 15 hours of credit as a

Adopted:	Reviewed	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
3/28/17	1/30/18	5/10/22			

TOPIC:	Policy Number:
Course Transfer and Program Articulation – Procedures	D23

CCCC student for completion of the Associate's Degree. These courses must be 100 level or above.

Transfer Courses GPA

All courses posted on the CCCC transcript (both transfer and CCCC) will be included for computation into the cumulative grade point average.

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 CCCC-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

CCCC 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 CCCC website. 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.