



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

Sponsor: Student 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. 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)
4. Only courses transferred in with a grade of C or higher will be evaluated for transfer credit.

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
10/16/2020	Minor revisions to clarify transfer credit requirements
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

Legal Review

None