



## Procedure 501-09 Transfer of Credit to Other Institutions

Sponsor: Student Services

### Purpose

To define the methods of articulating transfer credit to other institutions through academic policies and operations of the Coconino Community College (CCC), District Governing Board, and the State of Arizona.

### Procedure

#### Transferring Credit from the College

The academic policies and operation of the College are governed by the CCC District Governing Board:

1. The College adheres to the Arizona General Education Curriculum (AGEC) approved by the AZTransfer Steering Committee.
2. The College is accredited by the Higher Learning Commission, the regional accrediting body.
3. Courses numbered 100-299 may be eligible for transfer to other colleges and universities.
4. To determine the transferability of particular College courses taught:
  - a. Fall semester 1991 or Spring semester 1992: Refer to Arizona's regionally accredited Yavapai College course prefix and number system and its course outlines.
  - b. Summer semester 1992 forward: Consult the College section of the appropriate Course Equivalency Guide published by AZTransfer.

#### Transferring to Arizona Public Universities

Arizona public community colleges and universities have agreed upon a common structure for a transfer general education curriculum. This provides students the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona state community college and universities, and Arizona tribal colleges.

Completion of the AGEC will fulfill lower division general education requirements for all Arizona community colleges, Arizona tribal colleges, and Arizona public universities. Students may request an in-progress AGEC stamp on their transcript in the last term of their program of study.

Students may request an AGEC Certificate upon completion of all AGEC requirements.

Students are required to fulfill lower division major requirements and prerequisites within their college and major/minor area of study.

#### Arizona Transfer Facilitator (ATF)

The College has appointed an ATF to resolve transfer problems as reported by students, advisors, faculty members, and college officials.

The ATF ensures compliance with the transfer and articulation agreements and resolves problems concerning the transfer and applicability of community college credit to university programs.

## Definitions

AGEC is the Arizona General Education Curriculum. It is a common structure of general education classes that can be taken at an Arizona community college and used to fulfill University General Education requirements.

AZTransfer Steering Committee is the coordinating body for Arizona's statewide articulation and transfer system. It provides oversight of curricular alignment among public and tribal post-secondary educational institutions to ensure that students are appropriately prepared to pursue and complete a post-secondary degree program.

AZ Transfer Facilitators are designated by each community college and university and have responsibilities at both the institutional and statewide level for managing the operational procedures supporting transfer articulation in Arizona.

## References

AZTransfer ([www.aztransfer.com](http://www.aztransfer.com))

## 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
05/11/2011	Reformatted, Revised, Renumbered, and Adopted by College Council
01/03/2020	Reviewed by Instruction & Student Services Standards Committee
04/22/2020	Revised and Approved by Executive Leadership Council
10/12/2020	Minor corrections to remove reference to AGECE stamp
07/15/2025	Revised Sponsor from Registration and Enrollment Services to Student Services

## Legal Review

None