

501-07 TRANSCRIPTS—PROCEDURE

1. PURPOSE

To establish criteria for submissions of transcripts to Coconino Community College and the evaluation of each.

2. PROCEDURE

1. Definitions

- a. Residency: Minimum required credit hours taken at the Coconino Community College prior to award of degree or certificate.
- b. Official Transcript: One that has been mailed from the granting institution to the College.
- c. Regionally accredited higher education institutions, those that are accredited by:
 1. Middle States Association of Colleges and Secondary Schools
 2. New England Association of Colleges and Schools, Inc.
 3. North Central Association of Colleges and Schools
 4. Southern Association of Colleges and Schools
 5. Western Association of Schools and Colleges
 6. Northwest Committee on colleges and Universities

2. Residency

The College has established residency requirements for degree and certificate seeking students. Transfer credits are accepted up to the total credits required for each program minus the residency requirement.

- a. Degree programs: minimum of fifteen (15) credit hours
- b. Certificate programs: minimum of 30% of total certificate credit hours

3. Transcripts

- a. Students who desire to transfer previous college or university credits to Coconino Community College must submit official transcripts to the College from all institutions regardless of when credit was earned or level of grade received.
- b. Only credit from regionally accredited institutions will be accepted as transfer credit.

4. Transcript Evaluation

- a. The transcript evaluation procedure includes a review process.
- b. Credits earned more than five (5) years ago may be subject to special evaluation. Courses satisfying general education requirements have no time limit.
- c. The official transcript evaluation requires that students certify they are declaring all previous credit.

3. BACKGROUND

1. References: 2010-2011 College Catalog
2. Revision history: 08/2000, 04/17/2001, 01/21/2003, 04/06/2004, 11/07/2006, 04/24/2007, 05/11/2011 (reformatted and revised)
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011

COCONINO COMMUNITY COLLEGE