

Transfer of students between programs within CCCTC and transfer of student from other institutions to CCCTC:

CCCTC's policies on transfer of students between programs within the institution and the transfer of students to or from other institutions are published in the student handbook and current catalog and are also available on the school website.

The Policy states:

Students transferring from one program to another within the institution will be given credit for all Transcribed courses common to both programs. Transferring between programs or into a program from another institution is allowable in Adult Education within the first two weeks of a program, or students may officially withdraw from one program and register for a new program in the next semester. If students finish a semester and then request to change programs or enter a program from another institution in the second semester, credit will be given only for "like" courses.

**To be considered as a transfer student or for any transfer of credit policy, a student must:

- Meet the admission requirements of the specific program.
- Be in good academic standing
- Be in good financial aid standing

Students transferring from one program to another within CCCTC, or transferring from another school or post-secondary institution to CCCTC must have been in good standing, as evidenced by an official transcript showing prior course credit. Granting of former credit must be requested during the initial semester. If transferring from another institution, where credit was earned, the institution must be accredited by a regional or national accreditation agency.

Transfer Students – transferring course credit earned at another institution to CCCTC

To be considered for any transfer of credit policy, a student must:

- Be in good academic standing
- Be in good financial aid standing
- Provide official proof of transcribed credit from former institution

Students transferring from another school or post-secondary institution to CCCTC must have been in good standing with their former institute, as evidenced by an official transcript showing prior course credit. Granting of former credit must be requested during the initial semester. The institution, where credit was earned, must be accredited by a regional or national accreditation agency.

In addition and in accordance with our agreements with CT2, a program from the Ohio Board of Regents for transfer credit, CCCTC Adult Education will accept college credits from a public college, university or career-technical center. The following rules apply:

1. Transfer school must be affiliated with www.ohiohighered.org. You can go to the website, click on Students and check to see if your previous school is listed.
2. Course credit is determined by “like” course descriptions. For example, *Introduction to Anatomy and Physiology* is different from *Structure and Function*.
3. CCCTC Department heads will review course content and write transfer paperwork for the student file. Courses accepted will not have to be repeated.
4. Occasionally, if transfer student courses do not have a direct match between educational institutions, the “TEST OUT” option will be given to transfer students. Students passing the TEST OUT will not have to repeat coursework.
5. Please remember! Often financial aid depends on your FULL or PART TIME status as a student. By dropping part of your course work, you may be ineligible for financial aid. Please check with the financial aid official to ensure your financial aid is in place.

Advanced Standing for Practical Nurse program only

CCCTC LPN program offers an Advanced Standing Policy for students who transfer into the PN program. The policy is stated and published in the LPN Student Handbook which is published on the website and also distributed to all students at the LPN program orientation. The PN Advanced Standing Policy covers transfers from within CCCTC and from other institutions. The Practical Nurse Program has specific guidelines for Advanced Standing which may be viewed by accessing the PN Handbook on the CCCTC Adult Education web site.

http://www.ccctc.k12.oh.us/Downloads/student_handbook_2013_2014_B2.pdf.