

## TRANSFER OF CREDIT

Accepting transfer of credit for another institution is at the discretion of CCCTC. There is no guarantee that transfer of credit is accepted unless met by the stated guidelines. All students wishing to transfer prior credit must submit their transcripts within 30 days of applying to the Career Center. Acceptance of a transfer credit for a course completed in other postsecondary institutions when comparable in scope to the coursework offered may be granted based on meeting the following factors:

- Comparability of the nature, content, and level of transfer of credit and the appropriateness and applicability of the credit earned to programs offered by the CCCTC are determining factors in the evaluation process for transfer credit to be awarded.
- The student must also meet the acceptable standards of educational accomplishment through a given assessment according to the offered course module (must obtain a 75% or better). The assessment will reflect a valid evaluation measure to represent a student learning outcomes applicable to that transfer of credit that is reflective of the coursework offered within the Career Certification program.
- The course should align with the curriculum and materials and topics covered in the courses offered at the CCCTC.
- Evidence of appropriate academic level may also be requested showing satisfactory grades for the course completed as well as a request of the syllabus or study guide for the course.

**\*Please keep in mind that transferring credit may result in going below minimum hours to maintain financial aid eligibility. See the financial aid handbook and or meet with the Financial Aid Coordinator to discuss transfer credit financial aid specific requirements once your course has been reviewed**