

## **POLICIES REGARDING TRANSFER CREDITS**

### **Transfer Students:**

The School will count transfer hours/credits that apply toward the student's current program in determining SAP Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new program.

### **Transfer of Credits from Other Institutions**

Credit for courses or degrees completed at another institution by a student enrolling at CCC will be subject to approval first by the Director of Allied Health, Director of Cosmetology or Director of Nursing Education with final approval from the School Director.

1. The student is responsible for having an **official transcript** from previous institution mailed directly to CCC. Unofficial transcripts **will not** be accepted.
2. CCC will accept a maximum of 25% of credits transferred from a previous institution.
3. Student must have received a grade of "C" or better in the course in order for the credit to be considered.
4. Only credits earned within 2 years prior to enrollment at CCC will be considered.
5. All requests for transfer of credits must be made prior to or within the first five (5) weeks of the start of school.

All students will be notified in writing of any credits accepted as transferable.

### **Transfer of Credits to Other Institutions**

CCC is accredited by the Commission of the Council on Occupational Education. Our mission is workforce development. While we encourage the pursuit of higher learning, credits earned at this institution may not transfer to another institution. The decision to accept transfer credits is determined at the discretion of the receiving institution.

### **Transfer of Students Between Programs**

Any student interested in transferring from one program to another within the institution (i.e., from the Medical Assistant Program to the Practical Nursing Program or from a diploma program to a degree program) must seek counseling and approval from the Director of Allied Health, Director of Cosmetology or Director of Nursing Education. A meeting with the student is arranged to discuss how the transfer will affect the student academically and financially. Based upon this meeting, the School Director may approve

or deny the student's request. If approval is granted, the student must first be officially withdrawn from the current program before starting the new program.