

Transferring Credits

Transferring Credits to PCC

To transfer credits to PCC from another higher education institution, please ask your previous institution to **mail** your official transcript to this address:

Admissions & Records Office
Pueblo Community College
900 W. Orman Avenue
Pueblo, Colorado 81004

We need to receive your transcripts as soon as possible; otherwise, you may have to re-take courses you took at your former institution or satisfy PCC assessment requirements. If we have not received and evaluated your transfer credits before the end of the Add Period for the term, we will not consider your previous credits during advisement, and you will have to follow PCC's curriculum.

We evaluate your transfer credits according to the following guidelines:

- You must be admitted as a “Classified” student (one with a declared major) before we can evaluate your transfer credit. We evaluate transfer credits based on the requirements of your major.
- You must submit official transcripts, mailed from your previous institutions, within your first term of enrollment at PCC. We will not accept hand carried transcripts. Beginning in the Fall 2006, courses you complete at another CCCS institution will be automatically posted on the transcript of your home institution unless you request an exclusion during the semester following completion of the course(s).
- We accept transfer credits from regionally accredited institutions recommended by the American Association of Collegiate Registrars and Admissions Officers, and as specified by legislated and CCCS articulation agreements.
- We accept a maximum of 80 percent of the semester credits required for a degree or certificate.
- You must earn at least 15 graded semester credits at PCC in your program area to receive a certificate or degree. They cannot include transfer credits or credits earned for prior learning.
- Your instructional department will evaluate your transfer credits to determine whether they meet department requirements for graduation.
- The department chair or dean of your program area will determine whether your transfer credits fall within acceptable time limits.
- We will accept credits you've earned in any Colorado state system community college, or any local district community/junior college which is in compliance with the State Board Policy on degree standards, as meeting degree or certificate requirements in comparable or equivalent programs at PCC.
- The registrar will determine if PCC can accept credits from qualified degree granting institutions. In most cases, these will be 100 and 200 level courses. If you wish to transfer 300 or 400 level credits to PCC, your department chair and/or dean will decide how PCC will apply those credits.
- If you are eligible for Veterans educational benefits, you must submit official transcripts from all colleges and universities previously attended or your benefits could be interrupted.

- If we accept your transfer credits, we will post them to your academic record (transcript) after you enroll at PCC.
- The evaluation of previous college work must be completed prior to filing an Application for Graduation. You may appeal a transfer evaluation by contacting the Admissions & Records Office within fifteen (15) days of receiving your transcript evaluation.
- Transfer credits will be awarded as governed by the Colorado Commission of Higher Education and State Board policies and System President Procedures.

Transfer Appeals Process

Consistent with the requirements of the Colorado Commission of Higher Education, CCCS Colleges have established a Transfer Appeals Process. Based upon initial transcript evaluation of transfer credits completed, a student may appeal any of the following:

1. A decision regarding the transferability of a specific course(s).
2. A decision regarding the placement of a specific course(s).
3. The college's failure to provide a transcript evaluation within the designated 30-day calendar period.

To appeal a transfer evaluation, you should meet with the transcript evaluator and/or the Director of Admissions and Records within 10 calendar days of the date of the evaluation. Then, if you wish to file a written appeal, submit it to the Director of Admissions and Records within 15 calendar days of the evaluation. You may appeal a transfer evaluation by contacting the Admissions & Records Office.

Credit for Prior Learning (CPL)

PCC recognizes several prior learning experiences. If you are enrolled in at least one semester credit hour, you may request an evaluation of these experiences for credit. You may apply for CPL at any time, but we will post CPL on your transcript only after you successfully complete one semester in your declared program. The following methods of nontraditional learning constitute prior learning experience:

ACT Proficiency Examination Program (PEP)
 Advanced Placement
 Armed Services Credit
 Automotive Service Excellence (ASE)
 Certified Professional Secretary (CPS)

College-level Examination Program (CLEP)
 Credit by Challenge
 DANTES Program
 Portfolio Assessment (Life Experience)

For additional information about CPL, visit the online Credit for Prior Learning Student Handbook at www.cccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbok.pdf.

Transferring AA or AS Degrees to Other Institutions

Colorado's agreement between public colleges and universities guarantees that when you complete your AA or AS degree – at least 60 approved credit hours of course work carrying a “C” grade or better in every course – you can transfer to any baccalaureate *Liberal Arts and Sciences major* (e.g., English, History, Mathematics) at a Colorado public college or university and graduate after earning an additional 60 credit hours. While you are guaranteed not to have to take more than 60 hours to graduate, a variety of factors will determine whether or not you will receive your bachelor's degree in an additional two years. You must

consult with your academic advisor to determine which courses to take at PCC to prepare you for your chosen bachelor's degree.

This agreement does not apply to Business, Elementary Teacher Education, Early Childhood Teacher Education, or Engineering as all four of these have statewide articulations that have specific lower division requirements. *Save time by seeing your transfer advisor at your earliest opportunity for "transfer guides."*

This AA/AS transfer agreement applies to courses completed at any Colorado community college. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP, and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies. If you disagree with the institution's evaluation of your PCC credits, you may contact PCC to appeal our calculation of your transfer credits.

For a copy of the Colorado Commission of Higher Education's Transfer Policy, go to www.cccs.edu/EdServices/Transfer.html.

Transcripts

You may obtain official transcripts from the Admissions & Records Office for a \$5.00 fee, or through CCCWEB Student Services (www.cccs.edu) for a \$3.00 fee. Normally, it will take us three to five days to issue your transcript; however, during end-of-the-semester grading periods, it may take up to three weeks. If you owe money to PCC, we will not issue your transcript until you clear the debt.

