Transfer/Challenge/Advanced Placement

Some of our programs allow students to meet up to 50% or more of the program's certificate of completion by transfer, challenge, advanced placement, or any combination of the above. Some programs do not allow any of these options to meet certificate requirements. Students must still meet TCR's competency requirements prior to being awarded a certificate. Any student who wants to transfer credits to TCR must furnish an official transcript and a copy of the school catalog listing the course(s) to be transferred. A course outline may be required. The final decision on granting credit for previous formal coursework is at the discretion of the Registrar's Office. Students must have a grade of "C" or higher for a course to be accepted in transfer.

Any student who has acquired occupational knowledge in their program area through previous education, work experience, on-the-job training, or any means other than formal education may challenge any program. Some courses within a program do not provide challenge opportunities. Students who want to challenge a course must contact the Program Coordinator & Registrar's Office no later than the close of the first week of the term. A student who successfully completes the challenge process will be granted credit by examination for that course. Full credit will be recorded with a grade of "S" (Satisfactory). The cost for credit by examination will be the same as the current tuition. No credit will be given to an unsuccessful challenge, and the student will be required to satisfactorily complete the course. A student may not challenge any course more than once. (If the challenge is unsuccessful, no refund will be given.)

Our programs are designed for entry-level positions and for upgrading employment skills. While the programs are not specifically designed for transfer to degree programs, all of the courses within the programs are fully transferable within the Colorado Community College System. Additionally, some of our programs have program articulation or course transfer agreements with other two- and four-year institutions in Colorado. Detailed information about the program and course transfer is available in the general catalog

Courses listed in the catalog are identified in terms of postsecondary credit hours leading to a certificate of completion. Any postsecondary institution wishing to do so may, at its discretion, accept work completed at TCR.

Any student who wants to transfer credit from TCR to another postsecondary institution should contact the Registrar of the institution they wish to attend for specific details.

In most of our programs, a student earns one postsecondary credit for every 15 hours of lecture, 22.5 hours of lab, or 30 hours of clinic. Grades are issued to students upon the completion of each semester. The following symbols will be used in awarding credit for most programs:

A Excellent 4
B Above Average 3
C Average 2
D Below Average 1
F Unsatisfactory
W Withdrawal
I Incomplete
S Satisfactory
P Pass

A grade of "I" (Incomplete) is only given for work not completed due to a documented illness, accident, or other unavoidable absence. A student receiving an Incomplete is responsible for completing the course requirements within the first ten school days of the following semester unless prior arrangements are made with the instructor.

If the Incomplete is not removed during this time, a letter grade of "F" will automatically be assigned. A student's grade point average (GPA) is a calculation of all of the work the student attempts. GPA is calculated by multiplying the grade points per credit hour by the credit hour value of the course attempted.

All students who attend one of the certificate programs at TCR must maintain "Satisfactory Academic Progress" to complete their certification successfully and on time. Satisfactory Academic Progress requires completion of all coursework and regular attendance.

Our academic year generally begins in August and goes through the following May. Some programs operate off a slightly different calendar. The academic year for our programs is individualized and will vary according to the requirements of each program. Our classes normally meet five days a week. Occasional changes in class schedules may occur due to training requirements.

Reviewed: June 1, 2026, by TCR Administration