



# Transfer Policy

## Transfer into TCR

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.

Licensed programs such as cosmetology and practical nursing may allow a greater percentage of the program's requirements to be met by transfer, challenge, advanced placement, or a combination of the three. Students must still meet TCR's competency requirements prior to being awarded a program certificate. Any student who wants to transfer credits to TCR must furnish an official transcript and 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 course work is at the discretion of the Student Services 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 submit a complete application to challenge to the Student Services Office no later than the close of the first week of the term. A student who successfully completes the challenge process will be granted a vocational 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 current resident 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.

## Transfer from TCR

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 their discretion, accept work completed at TCR. Any student who wants to transfer credit from TCR to another postsecondary institution should contact an advisor of the institution he/she wants to attend for specific details.

TCR is a regionally accredited, certificate-granting institution. Our credits will transfer

to other Colorado public community colleges. Our credits may also be accepted by out-of-state public colleges and private colleges both in and out of Colorado. For information about transferring our credit to another college you will need to talk to an advisor at the college to which you want to transfer your credits.