

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. 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 vocational 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 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 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 the 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.

TCR may allow advanced placement for a minimum amount of coursework so that a student may enter a program at the appropriate level of instruction for their ability. Secondary students who wish to pursue advanced placement status should contact the Registrar's Office.

We allow students to enroll in classes on an audit basis if space is available after regular enrollment has been completed. Any student interested in auditing a class must have the approval of TCR administration and must pay the regular tuition for the course. Students who are auditing a class are not required to take examinations and will not receive credit for the course

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, many of our programs have program articulation or course transfer agreements in place with other two- and four-year institutions in Colorado. Detailed



information about the program and course transfer is available in individual program information packets.

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 an advisor 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. In our nursing program, a student earns one postsecondary credit for every 15 hours of lecture or 30 hours of lab or clinic.

Grades are issued to students upon completion of each semester. The following symbols will be used in awarding credit:

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.

Generally, 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” in order to complete their certification successfully and on time. Satisfactory Academic Progress requires completion of all coursework and regular attendance. (See the Satisfactory Academic Progress section for details.)



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.