



General Curriculum Information

Page

58	Catalog-in-force
58	Choosing a Technical Career Field
58	Awards of Study
58	General Application Procedures for Degree and Certificate Programs
58	Semester Course Numbering
58	Competencies and Skills
59	Course Equivalency
59	Transferring Credits - Transfer Module

General Curriculum Information

Catalog-in-force

The purpose of the College Catalog is to inform students of College requirements for graduation or for the completion of certificate programs. Requirements a student must meet to complete a degree are based initially on the catalog which is in force at the time of the student's first term of credit enrollment at Cuyahoga Community College. If the student has not completed the degree in a 10-year period, the student must satisfy requirements of a catalog-in-force within the most recent 10 years. When a catalog change is mandated, the student and the College may develop an individual plan to meet degree or certificate requirements.

- The availability of resources and faculty, technological changes and the requirements of accrediting and licensing agencies influence curricula and, consequently, the College Catalog.
- The College reserves the right to change course offerings and academic requirements as deemed necessary.
- With time and other necessary limitations, a student's graduation or certificate requirements will be mandated by the College Catalog-in-force at the time of the student's first term of credit enrollment into the College. Students enrolled before Fall 2001 may be able to choose to follow the new degree requirements effective Fall 2001.
- Students admitted to a selective admission program within the College must follow the program requirements as stated at the time they enroll in the program major course sequence.
- Students who do not enroll in any credit courses at Cuyahoga Community College in nine (9) consecutive semesters, including summer session, will no longer follow their original catalog requirements. Students must satisfy the requirements in the catalog-in-force at the time of re-enrollment in credit courses.
- Dismissed students are readmitted under the catalog-in-force at the time of re-admission.
- Questions from students concerning the catalog-in-force should be directed to their counselor.

Choosing a Technical Career Field

Students who want to prepare for specific technical roles in various fields should consider the several program concentrations offered in the general fields of business engineering, technologies, health, public service, and agriculture and natural resources.

Study in these programs leads to either the Associate of Applied Business or Associate of Applied Science degree; one of the customized degrees available is the Associate of Technical Study; or one of the certificates.

Awards of Study

The Board of Trustees of Cuyahoga Community College authorizes awards of study to complement the College's certificate and associate degree programs. For a complete list of awards of study available, contact your campus Counseling Office.

General Application Procedures for Degree and Certificate Programs

Many programs require proficiency requirements to be met before acceptance into the program. This may require taking specific courses or assessment tests before beginning a program, or meeting specific program requirements. Admission to Nursing programs and other Health Career programs is limited to the number of openings in each program. Students who apply and meet the admission requirements are admitted into the program of choice in the order in which their completed application is received. To learn of the specific requirements of a program of interest, see Appendix I. A program not listed will not have any prior College requirements that must be met.

Semester Course Numbering

The course number assigned to a course helps to identify the type of course. Developmental courses begin with the digit zero. Introductory courses and major and technical courses are grouped within a number range. Field experience courses have specific course numbers that help to identify the type of field work involved. This numbering scheme is outlined in Appendix III.

Competencies and Skills

Students who began Cuyahoga Community College in Fall 2001 or later, or who choose to follow the new degrees that began in Fall 2001, will be required to meet four competencies and skills before graduation. These competencies and skills may be met in one or more courses that comprise an associate degree.

The four competencies and skills are defined in each associate degree. These competencies and skills [C&S] are:

- C&S 1. Cultural Diversity, Interdependence and Global Awareness
- C&S 2. Computer and Information Literacy Skills
- C&S 3. Critical Thinking Skills
- C&S 4. Consumer Awareness and Health

Note: These competencies and skills are under review and are subject to change. Any changes will be documented in the online catalog located at www.tri-c.edu/catalog.

Course Equivalency

Equivalent courses are two or more courses that have been declared equivalent by content experts in the specific discipline. Semester courses that have been deleted are usually replaced with an equivalent course that contains the same or similar content and thus is deemed as equivalent to the deleted course. Two current courses may be declared as equivalent, such as a standard course and an honors course that cover the same material, though the honors course exceeds the requirements and objectives of the standard course; cross-listed courses that are identical in course content but are listed in different subject areas; or a standard course and its modular courses. When an equivalency exists, the equivalent courses may be treated as repeats: credit is earned for only one completion and the lower of the two grades is not computed into the student's grade point average. For more information and a listing of equivalent courses, see Appendix V.

Transferring Credits – Transfer Module

The Baccalaureate Degree

Liberal Arts and Science courses offered by Cuyahoga Community College for transfer purposes are designed to parallel those courses that comprise the first two years of study leading to the baccalaureate degree at a four-year college or university.

It is the responsibility of the student to become acquainted with and follow the requirements for the selected method of transferring courses. Counselors are available to assist in this planning process.

Transfer students take general education courses during their freshman and sophomore years at Cuyahoga Community College. After transferring, students will specialize in a major at the receiving institution during their junior and senior years. Courses listed in the Transfer Module at Cuyahoga Community College may be found in Appendix II.

Ohio's Institutional Transfer Policy

The Ohio Board of Regents (OBOR), following the directive of the Ohio General Assembly, has developed a new statewide policy to facilitate movement of students and transfer credits from one Ohio public college or university to another. This policy provides for the creation of Transfer Modules at each state college and university. The purpose of the state policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher education system. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to an independent institution are encouraged to check with the college or university of their choice regarding transfer arrangements.

Conditions for Transfer Admission

Students meeting the requirements of the Transfer Module are subject to the following conditions:

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete a transfer module and either the Associate of Arts or the Associate of Science degree. These students will be able to transfer all courses in which they received a passing grade of "D" or better. Students must have an overall grade point average of 2.00 to be given credit for the transfer module.
2. The policy also encourages receiving institutions to give preferential consideration for admission to students who complete a transfer module with a grade "C" or better in each course and 60 semester hours of credit. Students must have an overall grade point average of 2.00 to be given credit for transfer module courses and only courses in which a "C" or better has been earned will transfer.
3. The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete a transfer module with a grade of "C" or better in each course and less than 60 semester hours of credit. These students will be able to transfer all courses in which they received a grade of "C" or better.

Admission to a given institution, however, does not guarantee that a transfer student will automatically be admitted to all majors, minors or fields of concentration at that institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore years. This will enable students to plan and pursue a course of study that will articulate with an academic major at the receiving institution.

General Curriculum Information

Students are encouraged to seek further information regarding transfer from both their counselor and the college or university to which they plan to transfer.

Appeals Process

A multi-level, broad-based appeal process is required to be in place at each institution. A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and the process for filing the appeal. Cuyahoga Community College makes the appeal process available to students on each campus.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Review Committee.

The Appeals Review Committee shall review and recommend to institutions the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

Planning Your Transfer Program at Tri-C

Students who plan to begin their baccalaureate degree at Tri-C and then transfer to a four-year college or university should meet with a counselor to select one of the following transfer options, plan a program of study and obtain a transfer guide.

Associate Degree Preferred Admission

Transfer students can elect to complete all the requirements of either the Associate of Arts degree or the Associate of Science degree at Cuyahoga Community College.

If the student completes the degree requirements within the parameters of the Transfer Module requirements, 36 to 40 semester credits will transfer automatically, and the remaining credits up to the 60 that make up the associate degree will be evaluated for transfer on a course-by-course basis. Students who complete a transfer module and the associate degree will receive preferential admission status at the receiving school.

Course-by-Course Transfer Evaluation

Students who do not choose to complete the Transfer Module or the associate degree requirements have the option to plan a transfer program with a counselor on a course-by-course basis. Under this option, the receiving school will evaluate the transfer acceptability of credit for each course taken. This option requires the student to select a receiving transfer school in advance and select

courses with the assistance of counselors at Tri-C and the receiving institution.

Although this option provides no advance assurance of transferability as provided in the Transfer Module or associate degree completion, it does provide the flexibility to select course work tailored to meet specific program admission requirements, if this is important to the student. Successful transfer of courses using this method requires careful planning and course selection with the assistance of a College counselor. This method gives the student the option of taking only those Tri-C courses that will be accepted at the program level at the receiving school, avoiding the problem of taking the same course twice (once at Tri-C to meet general transfer requirements and again at the receiving school to meet a program admission transfer requirement). The following guidelines are the recommended process students should follow to transfer the maximum number of credits using the individual course evaluation method:

1. Identify the institution and the major to which credit will be transferred.
2. Obtain a copy of the current catalog from the receiving institution.
3. Review the program admission requirements for the intended major.
4. Schedule a consultation with a Tri-C counselor to review the program requirements and identify their equivalents in the Tri-C curriculum.
5. Consult with a counselor and/or program advisor at the receiving school to resolve any questions about transferability at either the general admission or the program level.
6. Complete all the specific courses and sequences that the Tri-C counselor designates as meeting the program requirements for the school where credits will be transferred.
7. After completing Tri-C course work at Cuyahoga Community College, complete a request for a transcript of grades in the Office of Admissions and Records and have it sent to the admissions office at the college or university where you will transfer your credits. Consult with the admissions office about other details necessary to complete this step.

Two-Plus-Two Transfer Option

In general, the courses in the arts and sciences curriculum are designed to parallel the freshman and sophomore level courses at four-year colleges and universities. An option in some Tri-C career/technical programs in the Associate of Applied Business and the Associate of Applied Science

curriculum enables students to earn an associate degree in these programs at Tri-C and then transfer to a four-year institution to work toward a baccalaureate degree in the designated technical field.

Credits earned at Tri-C in this two-plus-two option are transferable toward a four-year degree only at cooperating four-year colleges and universities. Students should consult with a Tri-C counselor if interested in the two-plus-two career/technical transfer option.

Transfer Course Selection

Counselors will help students plan individual transfer programs using the above options. Students who are undecided about a major will be assisted in planning a transfer program that meets general admission requirements at the receiving school.

Cuyahoga Community College offers preparatory or refresher courses in English composition, reading comprehension, mathematics and speech communication for students who need to upgrade these basic skills. These courses are not designed for transfer but are intended to provide students the opportunity to improve their skills. To avoid taking a course that does not transfer, it is the student's responsibility to select courses with the assistance of a Tri-C counselor.

NOTES