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### General Curriculum Information

#### Catalog-in-Force

Each student's Catalog-in-Force or degree or certificate requirements is the College Catalog which is in effect when a student first enrolls in credit courses at Cuyahoga Community College. Students have seven (7) years in which to complete their degree or certificate program requirements. If the student has not completed the degree in a 7-year period, the student must satisfy requirements of a Catalog-in-Force within the most recent 7 years. Two exceptions to this exist:

1. For programs that have selective admission, a student's Catalog-in-Force requirements (degree or certificate program requirements) are those that are in effect the term a student is accepted into the program and enrolls in program courses.
2. A student who has been away from the College for six consecutive semesters (including summers) will follow the Catalog-in-Force (degree or certificate program requirements) effective the term the student re-enrolls in credit courses.

In addition, the College reserves the right to change course offerings and academic requirements as deemed necessary.

Requests for exception or questions about Catalog-in-Force should be submitted to the Director of the Enrollment Center upon the recommendation of a 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, health, public service, and agriculture and natural resources, and apprenticeships.

Study in these programs lead 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 the Nursing program 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. Program admission requirements are included with each program sequence.

#### 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 IV.

#### 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 outcomes 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.

## Prerequisite(s)

Courses which are required as prerequisites must be completed with a grade of “C” or higher in order to be eligible to enroll in the listed course. In addition, many courses require “eligibility” for a specific course as a prerequisite, (i.e. Eligibility for ENG-1010 College Composition I). Eligibility for a specific course may be demonstrated by any of the following:

- Completion of Tri-C’s assessment with a score appropriate for placement into the specific course listed; OR
- Completion of the prerequisite for the course listed with a grade of “C” or higher (including equivalent courses transferred in from another college or university); OR
- Completion of the course listed with a grade of “C” or higher (including equivalent courses transferred in from another college or university).

Prerequisites are checked by the computer at the time of registration. Prerequisite checking does not recognize courses that were taken under quarters at Tri-C. See a counselor if you took the prerequisite coursework under quarters before trying to register.

## Transferring Credits – Transfer Module & Transfer Assurance Guides (TAGs)

### The Baccalaureate Degree

General Education and pre-major 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 I.

### Ohio’s Transfer Policy

The State of Ohio through the leadership of the Ohio Board of Regents has established a coherent statewide policy intended to facilitate a student’s ability to complete their highest level of educational goal achievement seamlessly within Ohio’s post-secondary educational system. To that end, the Ohio Articulation and Transfer policy <http://regents.ohio.gov/transfer/policy/index.php> was developed to facilitate the transfer of students and credits

from any state-assisted college or university to another. It encourages faculty recognition of comparable and compatible learning experiences and expectations across institutions. It also encourages students to complete “units” of educational experience as they progress [e.g. transfer assurance guides, transfer modules, associate and baccalaureate degrees].

### Transfer Module

The Transfer Module represents a subset of courses from among the general education requirements of the [Associate of Arts \(A.A.\)](#), [Associate of Science \(A.S.\)](#) and baccalaureate degrees at many institutions. Applied degree students may choose to go beyond the general education requirements of their program and complete additional courses for the transfer module. Transfer students with an earned A.A. or A.S. degree which contains an identifiable Transfer Module will have met the Transfer Module requirements of the receiving institution. The application of transfer work to general education requirements which go beyond those contained in the Transfer Module will be done on a course-by-course basis. Individual courses that are part of an approved Transfer Module are guaranteed to transfer among public institutions of higher education on a course-by-course basis. Students will receive credit for successfully completed courses from the Transfer Module without completing the entire module.

### Transfer Assurance Guides (TAGs)

Ohio Transfer Assurance Guides (TAGs) are composed of General Education courses (Transfer Module courses) and specified courses required for the academic major. A TAG as an advising tool can assist Ohio college and college bound students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state’s higher-education system. TAGs apply across, all public higher education institutions in Ohio and embody commonly accepted pathways to majors within the bachelor’s degree. TAG approved courses are assigned an Ohio Articulation Number (OANs) and are accepted and applied to the major at all Ohio public colleges and universities. Specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed by faculty teams. Additional information on specific Transfer Assurance Guides can be found on the Ohio Board of Regents Web site: <http://regents.ohio.gov/transfer/tags/index.php> TAGs enable students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Because of specific major requirements, early identification of the intended major is encouraged.

### Ohio Articulation Number (OAN)

Pre-major courses that represent the commonly accepted pathway to majors within the bachelor's degree (TAGs) have been reviewed by statewide faculty committees. Courses or course sequences meeting established learning outcome standards are assigned a discipline specific Ohio Articulation Numbers (OANs). When consensus is established and a course is noted with both the colleges or universities departmental designation and the assigned Ohio Articulation Number (OAN), students are assured not only of the equivalency of the courses, but of their application to the degree objective. A complete listing of Cuyahoga Community Colleges OAN approved courses can be found at

<http://regents.ohio.gov/transfer/tags/index.php>

### Conditions for Transfer Admission

Students meeting the requirements of the Transfer Module and Associate of Arts or Associate of Science degree completion have the following guarantees:

1. The policy guarantees 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 admitted.
2. The policy also encourages receiving institutions to give preferential consideration for admission to students who complete a transfer module with a grade point average of 2.00 and 60 semester credits. Students must have an overall grade point average of 2.00 to be given credit for transfer module courses.
3. The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete a transfer module with a grade point average of 2.00 and less than 60 semester credits. Students must have an overall grade point average of 2.00 to be given credit for transfer module courses.

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.

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

### Appeals Process

A multilevel, 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 are guaranteed admission to any Ohio public university.

### **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 college course work at Cuyahoga Community College, complete a request for a transcript of grades in the Enrollment Center 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 the 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.