



General Curriculum Information

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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 three (3) years in which to complete their degree or certificate program requirements. If the student has not completed the degree in a 3-year period, the student must satisfy requirements of a Catalog-in-Force within the most recent 3 years. Three exceptions to this exist:

1. The College may, by notification to the student, determine different requirements if the student has not completed the declared program in a three-year period.
2. 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.
3. A student who has been away from the College for two consecutive semesters, including summer session, (i.e. Fall and Spring OR Spring and Summer OR Summer and Fall) 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 Registrar 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, 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.

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 V.

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 VI.

Prerequisites

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 Department of Higher Education 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).

Ohio Transfer Module (OTM)

The Transfer Module represents a subset of courses from among the general education requirements of the Associate of Arts (AA), Associate of Science (AS) and baccalaureate degrees at many institutions. Applied degree students may complete some individual Ohio Transfer Module courses within their degree program or continue beyond the degree program to complete the entire Ohio Transfer Module. Transfer students with an earned AA or AS degree which contains an identifiable Transfer Module will have met the Transfer Module requirements of the receiving institution. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. 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. More information is available at:

<https://www.ohiohighered.org/transfer/transfermodule>.

Transfer Assurance Guides (TAGs)

Transfer Assurance Guides (TAGs) comprise Ohio Transfer Module courses and additional courses required for an academic major called TAG courses. A TAG is an advising tool to assist Ohio university and community and technical college students in planning specific majors and making course selections that will ensure comparable, compatible, and equivalent learning experiences across Ohio’s public higher-education system. A number of area-specific TAG pathways in meta-majors including the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, social sciences and foreign languages have been developed by faculty teams. TAGs empower 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. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of the intended major is encouraged. Additional information on specific Transfer Assurance Guides can be found on the Ohio Department of Higher

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Education website:

<https://www.ohiohighered.org/transfer/tag>

Career-Technical Assurance Guides (CTAG)

Career-Technical Assurance Guides (CTAGs) are statewide articulation agreements that guarantee the recognition of learning which occurs at public adult and secondary career-technical institutions and have the opportunity for the award of college-credit toward technical courses/programs at any public higher education institution. CTAGs serve as advising tools, identifying the statewide content guarantee and describing other conditions or obligations (e.g. program accreditation or industry credential) associated with guarantee.)

Additional information is available at:

<https://www.ohiohighered.org/transfer/ct2>

One-Year Option Credit Award

The One-Year Option builds upon Ohio's articulation and transfer system to help more adults accelerate their preparation for work by earning a technical associate degree. Consistent with the philosophy of the Career-Technical Assurance Guides (CTAGs), the One-Year Option guarantees that college credit will be awarded for college-level learning that occurs through adult programs at public career-technical institutions.

Adults who complete a career-technical education program of study consisting of a minimum of 900 clock-hours and achieve an industry-recognized credential approved by the Ohio Chancellor shall receive 30 semester hours of technical course credit toward a standardized Associate of Technical Study Degree (ATS) upon matriculation at a public institution of higher education that confers such a degree. The 30 semester hours will be awarded as a block of credit rather than credit for specific courses. Proportional credit is to be awarded toward the ATS degree for adults who complete a program of study between 600 and 899 clock hours and achieve an industry-recognized credential approved by the Chancellor. Additional information and approved pathways and credentialing requirements can be found at:

https://ohiohighered.org/content/one_year_option_studies.

Military Transfer Assurance Guides (MTAGs)

The Ohio Department of Higher Education Actuation and Transfer Network has begun the process of developing MTAGs to streamline and systemize the awarding of credit for military training, experience, and coursework. MTAGs identify specific courses which are part of the statewide transfer guarantee. See Appendix IV, for more information on the Military Transfer Assurance Guides. Additional information can also be found on the Ohio Department of Higher Education website:

https://www.ohiohighered.org/valuing_ohio_veterans/toolkit/awarding-credit/transfer-guarantees.

Ohio Articulation Number (OAN)

Pre-major courses that represent the commonly accepted pathway to majors within the bachelor's degree have been reviewed by statewide faculty committees. Courses or course sequences meeting established learning outcome standards are assigned a discipline-specific Ohio Articulation Number (OAN). When consensus is established and a course is noted with both the colleges or universities departmental designation and the assigned 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 College's OAN approved courses can be found at

<https://www.ohiohighered.org/transfer/tag>.

Apprenticeship Pathway Programs

The Apprenticeship Pathways initiative advocates for individuals completing apprenticeships by incorporating their learning into academic credit, thereby saving them time and money and encouraging them to advance their academic credentials to contribute to a strong workforce.

Ohio apprenticeship programs partner with public two-year institutions to provide technology-specific statewide articulation agreements that recognize non-traditional prior learning. College credit is awarded toward a technical associate degree. Each agreement simplifies student advising by outlining how apprenticeship training in a certain pathway applies to an applied associate degree and lists remaining courses required to complete the degree. The application of the credit toward a technical associate degree in these agreements is guaranteed at the participating receiving institutions. More information and approved pathways can be found at:

<https://www.ohiohighered.org/transfer/apprenticeship-pathways>.

Conditions for Transfer Admission

1. Graduates with associate degrees from Ohio's public institutions of higher education and a completed, approved Ohio Transfer Module shall be admitted to a public institution of higher education in Ohio, provided their cumulative grade-point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over graduates with an out-of-state associate degree and other transfer students with transferable and/or articulated college credit.
2. Associate degree holders who have not completed the Ohio Transfer Module from an Ohio public institution of higher education will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and

payment of fees, are fairly and equally applied to all undergraduate students.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in or who have not earned an degree but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree with a cumulative grade-point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
4. Students who have not earned an associate degree or who have not earned 60 semester/90 quarter hours of credit with a grade-point average of at least a 2.0 for all previous college-level courses will be eligible for admission as transfer students on a competitive basis.
5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

The admission of transfer students by an institution, however, does not guarantee admission to any majors, minors, or fields of concentration at the institution. Some programs have additional academic and non-academic requirements beyond those for general admission to the institution (e.g., background check, a grade-point average higher than a 2.0, or a grade-point average higher than the average required for admission to the institution). Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Responsibilities of Students

To maximize transfer credit application, prospective transfer students must take responsibility for planning their course of study to meet both the academic and non-academic requirements of the institution to which they desire to articulate or transfer credit as early as possible. The student is responsible to investigate and use the information, advising, and other available resources to develop such a plan. Students should actively seek program, degree, and transfer information; meet with an advisor from both the current and receiving institutions to assist them in preparing a course of study that meets the academic requirements for the program/degree to which

they plan to transfer; use the various electronic course/program transfer and applicability database systems, including Ohio Transfer to Degree Guarantee web resources; and select courses/programs at their current institution that satisfy requirements at the receiving institution to maximize the application of transfer credit. 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 foreign language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will better articulate with the receiving institution's major.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving college institution will provide the student with a Statement of Transfer and Articulated Credit Applicability (Degree Audit Report). A student disagreeing with the application of transfer and/or articulated credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the Statement of Transfer and Articulated Credit Applicability. The institution shall respond to the appeal within thirty (30) days of the receipt of the appeal at each appeal level.

Student Complaints Following Transfer Appeals at the Receiving Institution

After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to Ohio Articulation and Transfer Policy against public, independent non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and 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

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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 credits will be transferred. Consult with the admissions office about other details necessary to complete this step.

Two-Plus-Two Transfer Option

In general, courses in the Associate of Arts and Associate of Science degrees 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.