

# Central Christian College of Kansas

## Transfer Credit Policies

Please refer to the most recent Catalog in order to view the latest policies concerning transfer credits policies and articulation agreements.

### Transfer Credit

The amount of credit, the courses to be accepted, and the method of evaluation will be determined on an individual basis by the nature of the courses, the type of institution, and the type of program in which the student is enrolled.

Only credits from regionally accredited or articulated colleges are eligible for transfer. Therefore, a student may be admitted on credits that are not eligible for transfer, unless otherwise noted in this section.

### General Guidelines and Stipulations

- Students must submit *official* documentation of all appropriate coursework (e.g.: College Transcript<sup>1</sup>, Exam Transcript, etc.).
  - Transfer students need to complete 30 of the last 60 credits through Central Christian College of Kansas, regardless of major-related requirements.<sup>2</sup>
  - Students transferring from two-year institutions may only transfer up to 64 credits from those two-year institutions.
  - Students may transfer a maximum of 90 credits into Central Christian College of Kansas<sup>3</sup>.
    - 30 of these credits may be *test-out* credit, including Advanced Placement, IB, and CLEP.
    - 30 of these credits may be satisfied through JST Military Credits.
    - 30 of these credits may be satisfied through Credits for Prior Learning.
  - Each program may have additional credit requirements specific to each program. Typically, this will require the student to complete at least 40 credits, regardless of the number transfer credits allowed.
  - Student copies or unofficial transcripts (including all faxed copies, regardless of origin) cannot be used for official audits.
- Veterans must submit a transcript of Military Studies (ACE Transcript, Community College of the Air Force).
  - Current students are advised to consult the Registrar prior to taking courses with the intent to transfer credits back to Central Christian College of Kansas. While credits may transfer as electives if they meet the requirements outlined in this section, the College does not guarantee that transfer credits will count toward specific program requirements unless the substitute has been pre-approved in writing by the appropriate Department Chair and Registrar.

Students transferring into the College will be required to meet all General Education requirements as stipulated in this Catalog. Block transfers, from accredited or articulated colleges (Associate of Arts degrees) may waive some requirements.

### Grades

Only courses awarded with a C- or above will be assessed for transfer credit. Courses awarded a P (pass) or S (satisfactory) can also be assessed for transfer credit. Courses with grades below a C- are not eligible for transfer credit. Audit (AU) courses are also not eligible for transfer credit, but can be considered by departments in association with pre-requisites or participation requirements.

There are three cases in which the proceeding ruling can be overturned:

- If the student is transferring in with a completed Associate of Arts Degree or an Associate of Fine Arts degree, grades of D-/++ may transfer if the grade was awarded prior to the completion of the degree.<sup>4</sup>
- Grades of D-/++ awarded as part of a sequence of courses (those requiring the course as a pre-

<sup>1</sup> Official college transcript: Mailed in a sealed envelope from the institution; Delivered by the student in a sealed envelope from the transcribing institution; Electronically delivered from Parchment, Scrip-Safe, National Student Clearinghouse, or JST.

<sup>2</sup> Students may transfer a maximum of 45 credits towards an Associate of Arts or Associate of General Studies Degree. 15 of the last 30 hours of an AA or AGS must be completed at Central Christian College of Kansas.

<sup>3</sup> Specific programs may limit the amount of hours that are applied to the transcript.

<sup>4</sup> Students transferring credits related to a completed Associate in General Studies may receive special consideration for General Education courses that have a D-/++.

requisite) will be assessed for transfer, if the subsequent course was passed with a C- or above.

- Grades of D-/ + associated with lab courses, earning separate grades for the lecture section and the lab, will be assessed if the grade was awarded in association with the lab portion of the course and the combined grade point average for the lab and the lecture section is above a 1.7.

Prior to Fall 2014, grade point averages transferred for students entering SAS programs, but not for students entering SPE programs. Beginning in the 2014-15 academic year, grade point averages do not transfer for any students enrolling at the College.

### *Hour Conversion*

Credits transferred from institutions using quarter credits will require that the Registrar calculate the number of credits to be transferred. If credit is awarded, the Registrar will multiply the quarter credits by .67 (from the awarding school) to figure the number of semester credits accepted by Central Christian College of Kansas.

### *Credit Evaluations and Adjustments*

It is the role of the Registrar to assess the transferability of courses, which may require that the student provide syllabi to demonstrate the learning outcomes associated with courses in question. The College reserves the right to accept credits associated with a course, while at the same time recognizing that the course does not meet the requirements needed for graduation.

Decisions concerning the awarding of transfer credits can be appealed through the Registrar. Appeals should be submitted in writing with applicable evidences attached (i.e. Catalog, syllabi, etc.). The appeal should clearly articulate the change requested.

## Types of Transferable Credit

### Category One – Regionally Accredited Institutions

Category One transfer credits include credits earned at regionally accredited institutions of higher learning. Central Christian College of Kansas recognizes the following regional accrediting agencies:

- Middle States Association of College and Schools
- New England Association of Schools and Colleges

- North Central Association Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

### Stipulations related to Category One transfer credits:

- Official transcripts (not copies) must be forwarded to the Registrar's office
- Grades of "C-" or better; "Pass", or "Satisfactory" will be considered for transfer, but will not affect GPA.
- Professional Development (PD) and Continuing Education Units (CEU) are not eligible for transfer consideration.
- Remedial courses (those with course designations beginning with "0") are not eligible for transfer under any circumstance.
- Transfer credits that are applied to the major must match the level articulated in the major. Transfer classes that match upper level major requirements, but are not upper level, will not be applied to the major unless approved by the appropriate Department Chair.
- Credits awarded on the transcript from a standardized test will not be accepted. Official documentation from the standardized test organization must be submitted for Category Four assessment.<sup>5</sup>
- Credits awarded on the transcript for prior learning will not be recognized. Official documentation (portfolio) will need to be submitted in accordance with Category Six assessment.

### Category Two – Non-Regionally Accredited Institutions

Coursework completed at a post-secondary institution which does not have regional accreditation can be considered on a case-by-case basis if the institution has the recognition of an accrediting agency and is recognized as Title IV eligible (as articulated by the Department of Education):

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<sup>5</sup> AP and CLEP scores recorded on the transcript after 7/1/2017 from a Kansas state college (KBOR) will be accepted for transfer without additional documentation (i.e. needing to send a transcript of the scores directly)

[http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg9.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg9.html)).

Accreditation status of an institution can be verified by visiting: <http://ope.ed.gov/accreditation/Search.aspx>. Verification of accreditation does not assure acceptance of credits. Accreditation simply allows the Registrar to review the transcript. Individual courses will be reviewed and awarded credit based on comparability of subject matter, learning objectives, timeliness of enrollment (within 10 yrs.), and applicability of the course to the degree program.

- Official transcripts (not copies) must be forwarded to the Registrar's office.
- The school must have a Federal Identification Code.
- The school must be recognized by the Department of Education as Title IV eligible.
- Grades of "C-" or better; "Pass", or "Satisfactory" will be considered for transfer, but will not affect GPA.
- Remedial courses (those with course designations beginning with "0") are not eligible for transfer under any circumstance.
- Professional Development (PD) and Continuing Education Units (CEU'S) are not eligible for transfer consideration.
- Transfer credits that are applied to the major must match the level articulated in the major. Transfer classes that match the course requirement, but are not upper level, will not be applied to the major unless approved by the appropriate Department Chair.
- Credits awarded on the transcript from a standardized test will not be accepted. Official documentation from the standardized test organization must be submitted for Category Four assessment.
- Credits awarded on the transcript for prior learning will not be recognized. Official documentation (portfolio) will need to be submitted in accordance with Category Six assessment.

### Category Three – Articulation Agreements

Special arrangements are occasionally developed between educational institutions and Central Christian College of Kansas. These agreements will stipulate the guidelines by which credits will be awarded.

#### Regionally Accredited Community Colleges/Block Transfer

Students graduating with an Associate of Arts or Associate of Fine Arts from a regionally accredited college or Community College will be considered as having completed all General Education requirements (excluding those required by the degree). Students will still need to complete the minimum Christian Worldview requirements and any other general education requirement which must be fulfilled at Central Christian College of Kansas. *Students graduating with an Associate of General Studies Associate of Science, or Associate of Applied Science degree will be assessed using Category One. Students will receive transfer credit; though will still be required to complete deficient General Education requirements, unless otherwise specified by the articulation agreement.*

The College also maintains articulation agreements with the institutions listed below. Specific information concerning the articulation agreements can be requested through the Registrar.

- Hallmark College
- Harrison College
- Hesston College
- Northwest Career College
- Bob Jones University
- Central Christian College of the Bible
- Chattanooga College Medical, Dental & Technical Careers
- The College of Health Care Professions
- Gwinnet College
- Hutchinson Community College
- Institute of Business and Medical Careers College
- Meridian College
- Neosho Community College
- Kansas Christian College
- Yanbian University of Science & Technology (China)
- Eastern Liaoning University (China)

These articulation agreements are valid as stipulated by the articulation agreement on file in the Academic Office. Only courses articulated in the agreement will be considered for transfer. Unless otherwise noted, only grades of C- or better are eligible for transfer. *Students receiving credit through an articulation agreement will still be required to complete deficient General Education and Worldview requirements, unless otherwise specified by the articulation agreement.*

#### Reverse Transfer Agreement

As part of the Kansas Independent College Association, Central Christian College of Kansas offers the opportunity for students to participate in a Reverse Transfer Agreement with Kansas community colleges.

In order to qualify for a reverse transfer, the student must meet these conditions:

1. Have previously attended or are currently enrolled at a Kansas community college
2. Meet all community college resident credit requirements
3. Have been granted transfer credit at Central Christian College of Kansas of a minimum of 45 credit hours for coursework completed at a Kansas community college (or a combination of 45 accumulated hours from other accredited institutions and the community college)

If a student meets all of the above conditions, the Academic Office will notify the student and the community college of their eligibility (in cases of more than one previous institution, only the last community college of record before entering Central Christian College will be notified)

Process:

The Academic Office will notify any eligible student of their eligibility within their first semester of attendance. Students have the opportunity to opt-in to the agreement for the current year by completing the Reverse Transfer Agreement form. In order to maintain compliance with any changes to FERPA, the agreement is only valid for the first academic year. A student may choose to renew their participation in the reverse transfer agreement with the Academic Office each academic year.

The Academic Office will remain in communication with the participating community college. The Academic Office will notify the participating student once the credits necessary to complete the associate's degree at the community college have been completed. The student will be charged for their official transcript (see Academics section of Catalog) to be sent. Transcripts for reverse transfers will be sent once a year within 30 days of the conclusion of the academic year.

Students wishing to be re-evaluated based on the associate degree earned as a result of the reverse transfer agreement must submit an official copy of the transcript from the degree-granting institution and will be subject to all transfer policies as stated in the Transfer section of the Catalog.

#### Category Four – Standardized Exams

Credits earned through standardized exams may be included in the total number of accepted transfer credits. There is a fee per exam on all assessments from a standardized exam.

Original documentation must be on file at Central Christian College of Kansas in order for credits to be assessed.

Charts delineate specific course equivalencies. Exams not listed in the charts may still transfer for elective credit on a case-by-case basis.

The following are accepted organizations for standardized examinations:

#### *Advanced Placement (AP)*

**College Code: 6088**

Central Christian College of Kansas awards college credits to high school students that participated in the Advanced Placement program (College Examination Board). Advanced Placement Exams are administered primarily in high schools. They are usually culminating exams for high school students enrolled in honors courses.

<https://apstudent.collegeboard.org/home?navid=clep-aps>

Students must score a 3, 4, or 5 on the exam to receive college-level credit. The chart below lists specific credits associated with the appropriate AP exam scores. Credit for AP exams will be recorded on the CCC transcript with a grade of "PR". AP exams cannot be used to repeat a class already completed.

AP Exam Title	Score	Equivalency
Art History	4	HU-AR 101 Art Appreciation (3)
Biology	4	NS-BI 101 General Biology (4)
Chemistry	4	NS-CH 102 General Chemistry (4)
Spanish	3	HU-FL Spanish I & II (8)
Spanish	4	HU-FL Spanish I, II, III (12)
Spanish	5	HU-FL Spanish I, II, III, IV (16)
Computer Science A	4	BS-CP Introduction to Information Technology (3)
English Language & Composition	3	EN-CP 121 College Writing & Reading (3)
English Literature & Composition	3	EN-LT 205 Introduction to Literature [WI] (2)
Environmental Science	3	NS-BI 100 Environmental Science (4)
European History	4	SS-HI 103 History of Western Civilization (3)
Human Geography	3	SS-GE 113 World Geography (3)
Macroeconomics	4	BS-EC 261 Macroeconomics (3)

Microeconomics	4	BS-EC 260 Microeconomics (3)
Calculus AB	3	NS-MA 111 Calculus I (4)
Calculus BC	3	NS-MA 111 & 211 Calculus I & II (8)
Physics 1	3	NS-PH 205 General Physics I (4)
Physics 2	3	NS-PH 206 General Physics II (4)
Physics C: Mechanics	3	NS-PS 215 University Physics I (4)
Physics C: Electricity & Magnetism	3	NS-PS 216 University Physics II (4)
Psychology	3	SS-PY 110 General Psychology (3)
Statistics	3	NS-MA 209 Statistics (3)
United States Government & Politics	3	SS-PO 203 American Government (3)
United States History	3	SS-HI 105 & 106 United States History (6)
World History	3	SS-HI 103 & 104 History of World Civilization (6)

Principles of Accounting	50	BS-AC 120 Basic Accounting (3)
American Government	50	SS-PO 203 American Government (3)
History of the United States I	50	SS-HI 105 U.S. History I (3)
History of the United States II	50	SS-HI 106 U.S. History II (3)
Biology	50	Science Elective (4)
Chemistry	50	Science Elective (4)
Calculus	50	NS-MA 111 Calculus I (4)
College Algebra	50	NS-MA 104 College Algebra (3)
College Composition Modular (no essay)	50	EN-CP 103 English Composition I (3)
College Composition <sup>6</sup>	50	EN-CP 103 English Composition I (3) And / Or EN-CP 105 College Writing & Research (3)
College Mathematics	50	NS-MA 201 Survey of Contemporary Mathematics (3)
Educational Psychology	50	ED-CC 281 Principles of Teaching & Learning (3)
Financial Accounting	50	BS-AC 220 Financial Accounting (3)
Human Growth and Development	50	SS-PY 201 Human Growth & Development (3)
Humanities	50	HU-AR 100 Perceiving the Arts (3)
Introductory Psychology	50	SS-PY 110 General Psychology (3)
Introductory Sociology	50	SS-SO 202 Principles of Sociology (3)
Pre-Calculus	50	NS-MA 105 College Trigonometry & Analytical Geometry (3)
Principles of Macroeconomics	50	BS-EC 261 Macroeconomics (3)
Principles of Management	50	BS-MG 351 Principles of Management (3)
Principles of Marketing	50	BS-MG 352 Principles of Marketing (3)

### College Level Examination Program (CLEP)

**College Code: 6088**

Central Christian College of Kansas recognizes prior learning credits obtained through CLEP. Specific information concerning CLEP opportunities can be found at <https://clep.collegeboard.org/>

College Level Examination Program (CLE exams include an assortment of different test topics and can fulfill general education and major requirements. All credit for CLEP tests is granted based on the score recommended by the American Council on Education (ACE). Credit for CLEP exams will be recorded on the transcript, with a grade of "PR". CLEP tests cannot be used to repeat a class already completed. If the score does not meet the minimum requirements articulated by the Registrar's office, no entry is made on the transcript. CLEP transcripts can be requested by contacting:

CLEP Transcript Request Service  
P.O. Box 6600  
Princeton NJ 08541-6600  
(609) 771-7865 (phone)  
(609) 771-7088 (fax)  
clep@info.collegeboard.org (e-mail)

CLEP Exam Title	Score	Equivalency
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<sup>6</sup> Students who complete successfully complete College Composition are eligible to receive credit for both EN-CP 103 and EN-CP 105, unless the student has already completed EN-CP 103.

Principles of Microeconomics	50	BS-EC 260 Microeconomics (3)
Spanish Level 1	50	HU-FL 108/109 Spanish I & II (8)
Spanish Level 2	63	HU-FL 208 Inter. Spanish (4)
Western Civilization I	50	SS-HI 103 History of World Civilization I (3)
Western Civilization II	50	SS-HI 104 History of World Civilization II (3)

### DANTES Subject Standardized Tests (DSST)

**College Code: 9801**

Central Christian College of Kansas recognizes credit earned through DANTEs Subject Standardized Tests (DSST). American Council on Education (ACE) recommended equivalencies are used when determining credit. More information concerning DANTEs Subject Standardized Test can be found at [www.getcollegecredit.com](http://www.getcollegecredit.com)

DSST Exam Title	Score	Equivalency
Art of the Western World	400	HU-AR 101 Art Appreciation (3)
Astronomy	400	NS-PS 106 Introduction to Astronomy (2)
Business Ethics & Society	400	BS-MG 363 Profession Ethics (3) or EX-OR 455 Personal Values & Organizational Ethics (3)
Criminal Justice	400	SS-CJ 235 Introduction to Criminal Justice Systems (3)
Environment & Humanity	400	EX-SC 100 Environmental Science (3)
Fundamentals of College Algebra	400	NS-MA 104 College Algebra (3)
Health & Human Development	400	SP-SH 101 Wellness for Life (3)
Human Resource Management	400	EX-MG 445 Human Resource Management (3 – lower level)
Human/Cultural Geography	400	SS-GE 113 World Geography (3)
Introduction to Business	400	BS-MG 100 Principles of Business (3)
Introduction to Law Enforcement	400	SS-CJ 214 Law Enforcement (3)
Introduction to World Religions	400	MT-WV 251 World Religions (3)

Lifespan Developmental Psychology	400	SS-PY 201 Human Growth & Development (3)
Math for Liberal Arts	400	NS-MA 201 Survey of Contemporary Mathematics (3)
Organizational Behavior	400	BS-MG 355 Organizational Behavior or EX-BS 356 Org. Behavior and Leadership (3 – lower level)
Personal Finance	400	BS-EC 265 Personal Finance (3)
Principles of Finance	400	BS-MG 353 Principles of Finance (3)
Principles of Public Speaking	400	CO-CO 211 Principles of Speech (3)
Principles of Statistics	400	NS-MA 209 Statistics (3)
Principles of Supervision	400	BS-MG 351 Principles of Management (3 – lower level)

### International Baccalaureate (IB)

Central Christian College of Kansas will award credits to students who participated in a high school International Baccalaureate Program and earned a score of 4 or greater on a Higher Level exam (Standard level will not be accepted). Credit is awarded based on the score and the exam subject. Additionally, students who have earned the International Baccalaureate (IB) Diploma and meet minimum eligibility requirements will meet the full General Education requirements for Central Christian College of Kansas. International Baccalaureate transcripts should be sent directly to the Office of the Registrar.

### Category Five – Foreign Transcripts

Category Five transfer credits include all credits associated with foreign transcripts. Transfer credit will only be considered from institutions recognized by the government of the country in which the institution is located. In order for Central Christian College of Kansas to accept credits awarded from a foreign institution, the transcript must first be translated and evaluated. The following agencies are recognized by Central Christian College of Kansas as valid foreign transcript reviewers:

- Center for Educational Documentation [[www.cedevaluations.com](http://www.cedevaluations.com)]
- Education Credential Evaluators [[www.ece.org](http://www.ece.org)]
- Incred [[www.incredevals.org](http://www.incredevals.org)] (recommended for athletes)
- International Education Consulting (IEC) [[www.interedconsulting.com](http://www.interedconsulting.com)]
- World Education Services [[www.wes.org](http://www.wes.org)] (Recommended)

Once transcripts have been translated and evaluated, the Registrar will assess transfer credits based on Category Two standards.

### Category Six - Credits for Prior Learning

Recognizing that many adult learners have already completed significant levels of professional education, Central Christian College is prepared to consider the role professional experience plays in the pursuit of a degree and award appropriate credit for such experience. There are three ways to receive credit for prior learning.

#### Endorsed Credit

Central Christian College of Kansas recognizes a number of skill sets associated with the completion of certain professional certifications and licenses. In order for the College to consider recognizing these skills, the student will need to submit official documentation verifying successful completion of the program/certification.

- Pilot's License ([www.faa.gov](http://www.faa.gov))
- Police Academy
- Corrections Academy
- Registered Nurse ([www.nursys.com](http://www.nursys.com))
- Certified Legal Assistant ([www.nala.org](http://www.nala.org))
- Registered Medical Assistant ([www.arma-cert.org](http://www.arma-cert.org))
- Certified Medical Assistant ([www.aama-ntl.org](http://www.aama-ntl.org))
- Emergency Medical Technician ([www.nremt.org](http://www.nremt.org))
- Human Resource Certification ([www.hrci.org](http://www.hrci.org))
- Registered Health Information Administrator/Technician ([www.ahima.org](http://www.ahima.org))
- Dental Technician ([www.nbccert.org](http://www.nbccert.org))
- Dental Assistant ([www.danb.org](http://www.danb.org))
- Medical Technician ([www.americanmedtech.org](http://www.americanmedtech.org))
- Radiology/MRI Technician ([www.arrt.org](http://www.arrt.org))
- Certified Professional Coder ([www.aapc.org](http://www.aapc.org))
- Certified Pharmacy Technician ([www.ptcb.org](http://www.ptcb.org))

#### ACE Credit

Many certifications and training opportunities have already established equivalent credit through the American Council on Education (ACE). Courses from Straighterline will only be evaluated from an ACE transcript. The following directory is a tool to look up organizations whose training has been evaluated by ACE for college credit:

<http://www2.acenet.edu/credit/?fuseaction=browse.main>.

ACE transcript must be forwarded to the Central Christian College of Kansas. The request page is located at:

<https://www2.acenet.edu/credit/?fuseaction=transcripts.main>.

#### CAEL

Students wishing to apply for portfolio credit for prior experience should work with CAEL

<http://www.cael.org/>

#### Category Seven – Military Credit

Central Christian College of Kansas recognizes the transferability of learning received as part of military training. Evaluations of military credit will adhere to the recommendations of the American Council of Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.

- a) Army, Navy, Marines, and Coast Guard: Individuals serving in the Army, Navy, Marines, and Coast Guard will need to submit the following:
  - ACE Joint Services Transcript
  - Additional documentation as required
- b) Air Force: Students graduating from the Community College of the Air Force (CCAF) will need to submit an official transcript. Transcripts from the Air Force will be evaluated under the guidelines of Category One.

