

# ACADEMIC INFORMATION

## Academic Integrity Policy Academic Integrity Policy

As a student at Community College of Denver, you are expected to behave as a responsible member of the college community and to be honest and ethical in your academic work. CCD strives to provide you with the knowledge, skills, judgment and critical thinking needed to function in society. To falsify or fabricate the results of your research, to present the words, ideas, data or work of another as your own, or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student, faculty and staff community. All members of the CCD community share the responsibility and authority to challenge and report acts of academic dishonesty.

### Guidelines for Academic Integrity

- You assume full responsibility for the content and integrity of the coursework you submit.
- You must do your own work and submit only your own work on examinations, reports and projects unless otherwise permitted by the instructor.
- You are encouraged to contact your instructor about appropriate citation guidelines.
- You may benefit from working in groups. However, you must not collaborate or cooperate with others on graded assignments, examinations or other academic exercises unless clearly directed to do so by the instructor.
- You must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations.
- You are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

### Forms of Academic Dishonesty

Actions constituting violations of academic integrity include, but are not limited to, the following:

#### Cheating

Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

Examples of cheating include, but are not limited to:

- Using books, notes, or calculators or copying from or conversing with others during examination (unless permitted by the instructor).
- Having someone else do research, write papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
- Stealing, distributing, selling, and buying tests or having someone take a test on someone else's behalf.

#### Plagiarism

Representing the words or ideas of another as one's own in any academic exercise.

The following are considered to be forms of plagiarism:

- Word-for-word copying of another person's ideas or words.
- Mis-citing or incorrectly quoting another person's ideas or words.
- Interspersing one's own words within a document while, in essence, copying another's work.
- Rewriting another's work, yet still using the original author's fundamental idea or theory.

- Inventing or counterfeiting sources.
- Submitting another's work as one's own.
- Neglecting quotation marks on material that is otherwise acknowledged.

### Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to:

- Stealing or destroying college or library reference materials, or computer equipment and/or programs.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has not been authorized or is forbidden by the instructor.
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
- Unauthorized alteration, forgery or falsification of academic records.
- The sale or purchase of examinations, papers, projects or assignments.

### Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty.

### Fabrication

The invention of material or its source and its use as an authority in academic work. Fabrication includes but is not limited to:

- Inventing data for a scientific experiment.
- Inventing the title and author or a publication in order to use the invented publication as a source.
- Knowingly attributing materials to an incorrect source.

### Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

### Multiple Submission

Unauthorized submission of academic work for which academic credit has already been earned and when such submission is made without authorization.

### Academic Misconduct Procedure

Academic integrity is a foundational value of CCD. If there is an allegation of any academic misconduct, a report needs to be filed with the Office of Student Conduct as academic misconduct is considered a violation of the Student Code of Conduct.

When an incident of academic misconduct occurs, the faculty member has the autonomy to address the incident directly and immediately. This includes any grade implications. The faculty will then file an academic misconduct report with the Office of Student Conduct. The Office of Student Conduct will send out official communication, process the incident, investigate when necessary, and respond with appropriate institutional sanctions. This includes, but is not limited to probation, suspension, or expulsion in addition to possible educational sanctions, which will be added to a student's conduct file.

When an incident of academic misconduct occurs outside of class or is reported after the fact, the Office of Student Conduct will investigate the situation. Once a finding has been determined, the Office of Student Conduct will relay information to the responsible faculty member for any academic grade determinations.

A student has a right to appeal all proceedings. Similar to the investigatory process, the student has a two-pronged appeal opportunity (grade and/or conduct sanctions).

In order to appeal the grade, the student must follow the grade appeal process. All grade decisions by the supervising dean are final. If the student wants to appeal the institutional sanction(s), the student may appeal the conduct decision with the vice president of Enrollment Administration and Student Success or designee through the conduct appeal process. All

conduct sanction appeal decisions by the vice president of Enrollment Administration and Student Success or designee are final. Information can be found at [CCD.edu/StudentCode](http://CCD.edu/StudentCode).

## Academic Progress Guidelines

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## Transfer Options

### Transferring to Four-Year Institutions

To help eliminate the guesswork of transferring course credits and associate degrees, Colorado has developed a statewide guaranteed transfer program called GT Pathways (guaranteed transfer pathways) and many statewide articulation agreements. Community College of Denver adheres to these established programs and agreements in order to guarantee the transfer of credits.

CCD's Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are designed to transfer to Colorado public four-year colleges and universities. After you obtain an A.A. or A.S. degree, you may enter a four-year institution as a junior. In some circumstances, an Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree may transfer.

GT Pathways applies to all Colorado public colleges and universities, including Community College of Denver. After starting at any public college or university in Colorado and, upon acceptance to another, students can transfer up to 31 credits of previously and successfully (C or better) completed GT Pathways coursework. These courses will automatically transfer and continue to count toward general education core or graduation requirements for any liberal arts or science associate's or bachelor's degree. Students should check with the school that they wish to attend so that they are clear about which credits will transfer beyond any that are guaranteed by GT Pathways.

### Statewide Transfer Articulation Agreements / Degrees with Designation

A statewide transfer articulation agreement is an agreement among Colorado community colleges and universities. These agreements allow you to graduate from a community college with a 60 credit Associate of Arts (A.A.) or Associate of Science (A.S.) degree with designation, such as an Associate of Arts in business; enroll with junior status at a university; and complete the bachelor's degree in no more than an additional 60 credits (for a total of 120 credits). If you attend full-time (15 credits per semester) and follow the structured schedule, you can complete a bachelor's degree in four years.

[View a full list of degrees with designation.](#)

Certain majors require that you take essential lower-division prerequisites before transferring to a four-year institution. Contact your academic advisor or faculty mentor for help in selecting lower division credit hours and for additional information regarding transfer to a four-year degree.

### Other Transfer Agreements

Besides GT Pathways and the statewide transfer articulation agreements listed above, many colleges and universities have other transfer agreements that may apply. Use this catalog to determine if your degree path will transfer and speak with your academic advisor or faculty mentor for additional information.

## Find Assistance

### Colorado Community College System (CCCS)

[cccs.edu](http://cccs.edu)

Visit the CCCS for links to some of the four-year institutions that have articulation or transfer agreements with CCD.

### Colorado Department of Higher Education

[www.HigherEd.Colorado.gov](http://www.HigherEd.Colorado.gov)

Additional information about statewide guaranteed transfer and articulation agreements is available at the Colorado Department of Higher Education.

## Transferring Credit to CCD

[ccd.edu/TransferIn](http://ccd.edu/TransferIn) | 303.556.2420 | Confluence Building, Room 114

## Guidelines

CCD adheres to the following guidelines and policies for the evaluation of transfer credit:

- CCD will also accept secure, certified electronic transcripts for credit evaluation. Order your official transcript(s) and send to [Transcripts@ccd.edu](mailto:Transcripts@ccd.edu) ([transcripts@ccd.edu](mailto:transcripts@ccd.edu)). This method is only for colleges that use any of the of the following methods for sending transcripts: Parchment, E-Transcripts, Credentials Solutions, Inc., National Student Clearinghouse. Transcripts emailed directly from the student are not considered official.
- CCD will accept transfer credit from post-secondary institutions accredited by one of the seven regional accrediting associations. Credits earned at nationally accredited or unaccredited institutions may be considered for transfer and will be evaluated on a course-by-course basis.
- CCCS has established a common course numbering system and guaranteed transfer agreement (GT Pathways) among Colorado state colleges and universities. The GT Pathways agreement guarantees the transfer of certain general studies courses. Colleges and universities outside of Colorado are not considered part of the guaranteed transfer agreement or the common course numbering system. The common course numbering system and GT Pathways can be reviewed at [www.CCCS.edu](http://www.CCCS.edu).
- CCD will perform a transfer credit evaluation only after you have been admitted to CCD, declare a program of study, and submit official transcripts from your prior school(s). You are responsible for requesting official transcripts from prior school(s).
- Official transcripts from prior schools should be sent directly to the Office of Registration and Records, Campus Box 201, P.O. Box 173363, Denver, CO 80217-3363. For transcripts to be considered official, they must be sent directly from the other college or delivered in the original sealed envelope and marked "official."
- All received and/or evaluated transcripts become the property of CCD. You must obtain your own copy of transcripts for testing and/or advising purposes.
- Transcripts are evaluated on a course-by-course basis. To be considered for transfer, courses must be offered at CCD or determined as equivalent to CCD courses. College-level classes that are not equivalent to CCD courses may transfer in as electives. You must meet with an academic advisor to determine if, and how, the accepted transfer credit will apply to your intended program.
- Only those courses that apply to the selected degree or certificate program will be transferred to CCD. Additional courses may be transferred in if they satisfy course prerequisites or if they are similar to required courses.
- Courses must have a grade of C or better to be considered for transfer.
- Courses with a "pass" or "satisfactory" grade will only transfer if the official transcript or college catalog documents that a "pass" or "satisfactory" grade is equivalent to a grade of C or better.
- Credit for remedial, developmental, preparatory or non-college-level coursework is not transferable to CCD.
- Graduate- and/or doctoral-level coursework will not automatically transfer to CCD. These credits must receive approval from the instructional dean or program chair.
- Coursework older than 10 years will not automatically transfer into CCD. These will be reviewed on a case-by-case basis to ensure that the course is not obsolete and that the course content is equivalent to current offerings. You are required to provide syllabi or course descriptions for applicable courses completed more than 10 years ago. Some individual programs have set time limits on certain prerequisite courses and transfer credits. For additional details, refer to the Time Limits section.
- All credit is evaluated on the semester-hour basis. Credits from institutions that operate on a quarter-system calendar are transferred by multiplying the quarter hours earned by two-thirds.
- Transfer credit evaluations will only be assessed in person. The College will not provide any official evaluation via phone, email or fax.

## Transfer of Credits from Area Vocational Technical Schools

Students who complete the technical coursework contained in a state-approved career and technical education certificate program at one of the three Area Vocational Technical Colleges (AVTC) can take additional academic credit hours at CCD and earn an Associate of Applied Science (A.A.S.) degree in applied technology. The three AVTC are Emily Griffith Technical College, Pickens Technical College and Delta-Montrose Area Technical College.

Credits for a certificate completed at the AVTS are transferable for an A.A.S. in applied technology. In addition, some individual courses may be approved for transfer on a course-by-course basis and applied to selected degrees. Refer questions about the transfer of individual courses to the appropriate academic advisor.

## Transfer of International Credits

- Students who have attended international institutions and want their transfer credits evaluated must first have the international transcripts translated and evaluated by a recognized member of the National Association of Credential Evaluation Services (NACES) and have an official copy of their course-by-course credit evaluation report sent directly to CCD. Any translations or evaluations completed by companies that are not members of NACES will not be accepted by CCD for transfer credit review purposes.
- A complete list of approved NACES members can be found at [www.NACES.org](http://www.NACES.org).
- CCD will perform a transfer credit evaluation only after the student has been admitted to CCD, declared a program of study, and submitted an official copy of their NACES course-by-course credit evaluation report.
- Students may also be required to provide English-translated course descriptions for courses that they wish to have transferred.

## Demonstrate College Readiness

[CCD.edu/Testing](http://CCD.edu/Testing) | Confluence Building, 2nd Floor

CCD offers several options for you to demonstrate you are ready for college, such as

- ACT, SAT and placement test scores,
- prior college coursework,
- high school coursework and GPA,
- high school equivalency diploma, or
- an English survey.

For the most updated and detailed information on college readiness, please visit [CCD.edu/CollegeReady](http://CCD.edu/CollegeReady).

## Credit for Prior Learning Exams

CCD's Testing Center offers the College-Level Examination Program (CLEP) tests and DANTES Subject Standardized Tests (DSST). Both nationally recognized tests allow you to receive college credit for learning acquired outside the traditional college classroom. Also, see Prior Learning Assessment Credit.

## Get Credit for What You Already Know

[CCD.edu/MomentumCredit](http://CCD.edu/MomentumCredit)

You may earn credit for college-equivalent education acquired through prior schooling, work or other life experiences. Such prior learning must be comparable to CCD courses or curricula and must relate to your educational objectives. Prior Learning Assessment Credit may be earned through standardized tests, challenge exams, published guides or portfolio assessment. For more information, please visit [CCD.edu/MomentumCredit](http://CCD.edu/MomentumCredit).

## Time Limits on Transfer Credits

### Health Sciences

Science prerequisites for the dental hygiene, medical office technology, and veterinary technology programs must be no older than seven years.

### Business Technology

It is recommended that courses applied to business technology degrees and certificates be no more than five years old.

### Early Childhood Education

It is recommended that courses applied to early childhood education programs be no more than seven years old.

### Computer Information Systems/Information Technology

To ensure student success, it is strongly recommended that courses applied to the computer information systems or the information technology programs comply with the following time limits:

- Application courses – 5 years
- Programming courses – 5 years
- Networking/hardware courses – 5 years
- Certification courses – 3 years
- General education courses – 10 years
- Business courses – 10 years

*NOTE:* If you have current industry experience, the time limit recommendations for applicable courses may be waived. See the appropriate program chair.

## Grading System

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#### ACCREDITATION AND AUTHORIZATIONS

(HLC) Higher Learning Commission (Full Accreditation)  
 (CDA) Commission on Dental Accreditation (Dental Hygiene)  
 (CBON) Colorado Board of Nursing (Nurse Aid)  
 (ACEN) Accreditation Commission for Education in Nursing (Practical Nursing)  
 (JRCET) Joint Review in Education in Radiologic Technology (Radiologic Technology)  
 (CAAHEP) Commission on Accreditation of Allied Health Education Programs  
 (AVMA) American Veterinary Medical Association and Committee on Veterinary Technician Education and Activities (Veterinary Technology)  
 Pursuant to C.R.S. § 23-60-111(1), CCD is authorized to issue high school diplomas.

#### GRADING SYMBOLS/ GRADE DESCRIPTIONS

A- Excellent Superior- (4)  
 A\*- Excellent Superior (Transfer/Inter-Institutional)- (0)  
 AU- Audit (No Credit)- (0)  
 AW- Administrative Withdrawal- (0)  
 B- Good- (3)  
 B\*- Good (Transfer/Inter-Institutional)- (0)  
 C- Average- (2)  
 C\*- Average (Transfer/Inter-Institutional)- (0)  
 CNG- Conversion – No Grade- (0)  
 CPL- Credit for Prior Learning- (0)  
 CR- Credit- (0)  
 D- Deficient- (1)  
 D\*- Deficient (Transfer/Inter-Institutional)- (0)  
 F- Failure- (0)  
 F\*- Failure (Transfer/Inter-Institutional)- (0)  
 F/D- Not passing (D-level) work in developmental course- (0)  
 F/F-Not passing (F level) work in developmental course-(0)  
 I- Incomplete- (0)  
 I/F- Incomplete for developmental courses (Rolls to F/F if not completed within required time period)- (0)  
 IP- In Progress- (0)  
 L- Life Experience- (0)  
 NC- No Credit (No Credit Awarded)- (0)  
 P- Passing- (0)  
 P/A- Passing (A-level) work in developmental course- (0)  
 P/B- Passing (B-level) work in developmental course- (0)  
 P/C- Passing (C-level) work in developmental course- (0)  
 S- Satisfactory- (0)  
 S/A- Satisfactory (A-level) work in developmental course- (0)  
 S/B- Satisfactory (B-level) work in developmental course- (0)

S/C- Satisfactory (C-level) work in developmental course- (0)  
SP- Satisfactory Progress (No Credit Awarded)- (0)  
U- Unsatisfactory- (0)  
U/D- Unsatisfactory (D-level) work in developmental course- (0)  
U/F- Unsatisfactory (F level) work in developmental course- (0)  
WD- Administrative Withdrawal (For Cause)- (0)  
W-Withdrawal- (0)  
WX- Administrative Withdrawal (No Fault)- (0)  
Z- Missing Grade- (0)

**TERM HONORS:**

President's List  
Vice President's List Dean's List

**TERM GPA/ CUMLATIVE GPA:**

4.00  
3.75-3.999  
3.50-3.749  
AHRS = Attempted Hours  
EHRS= Earned Hours  
QPTS= Quality Points  
GPA= Grade Point Average