



Appendix D: Institution Specific Transfer Policy Form

Institution Specific Transfer Policy

In order to facilitate smooth and successful student transfer under the Massachusetts Guarantee, institutions should consider aligning their current transfer policies with MassTransfer Policy Guidelines and Implementation.

Community college students frequently take courses and receive credit from multiple institutions or through credit for prior learning including, but not limited to Advanced Placement (AP) exams, national standardized exams such as CLEP, or online coursework. The determination to award credit from other institutions or for credit for prior learning is made in a community college transfer audit and a graduation audit.

The recommended minimum course grade for transfer under the Massachusetts Guarantee is "C". Institutions may, however, elect to use the current course grade for transfer stipulated by the institution's existing policy.

Participating Massachusetts Guarantee institutions may either accept standard MassTransfer Policy Guidelines and Implementation or stipulate institution specific transfer policies. Select one option below:

Institution will accept MassTransfer Policies

- The institution will accept all credits as they have been earned.

Specific institution transfer policies

- Minimum course grade for transfer credit (select one):
 - Accept DHE minimum course grade for transfer (D- for a completed A2B). Course grades below a C may transfer if they are part of the Gen Ed Foundation and students have completed the block with a cumulative grade or quality point average of 2.0 or higher. The acceptance of "D" grades in courses that go beyond the 34-credit or 28-credit Gen Ed Foundation will be at the discretion of the receiving institution.
 - Accept institutional transfer policy's minimum course grade for transfer,



which is _____ (enter minimum course grade). Grade restrictions for specific major courses or pre-requisites still apply.

- Additional transfer policies:



Accept previous credits earned from Advanced Placement (AP) Exams that have been applied to the completion associate degree.



Accept previous credits earned from College Level Examination Program (CLEP) that have been applied to the completion of the associate degree.



Accept previous credits earned from other exam sources that have been applied to the completion of the associate degree.



Accept academic credits earned through the evaluation of military occupation, training, experience and coursework that have been applied to the completion of the associate degree.

- Other:

List any additional institutional transfer policies pertinent to the Massachusetts Guarantee below: