AACRAO

Advancing Global Higher Education

Transfer Credit Policy

Results of the AACRAO May 2017 60-Second Survey

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Introduction

AACRAO, in conjunction with other higher education associations, is writing a new version of the Joint Statement on the Transfer and Award of Credit. This statement was originally written in 2001[1]; and, while forward thinking, needs to be updated to address current and future higher education trends. The statement is being rewritten by AACRAO, the College Board, WICHE, and CAEL. Institutional membership on this committee includes: Montgomery College (Maryland), York College of Pennsylvania, Capella University, CUNY LaGuardia, the University of California System, Florida International University, Cleveland State University and Everett Community College (WA).

The goal of the statement rewrite is to identify transfer credit best practices and to provide guiding principles for working with transfer credit and transfer students. The May 2017 60-Second Survey was designed to help the advisory committee learn more about our member institutions' current transfer policy and practices. In addition, we are seeking input on the type of guidance our members would like to see incorporated in the new Joint Statement on the Transfer and Award of Credit. We also collected several samples of transfer policy for the soon-to-be-implemented policy repository.

After the data was cleaned, we were left with responses from 1,172 institutions. Similar to other 60-Second survey response sets, this one included institutions representing several combinations of control, size and type (Appendix B) as well as several countries (Appendix C).

Key Findings

- Just ten of the responding institutions do not accept any transfer credit.
    - Institutions with fewer than 1,000 students are less likely to accept transfer credit than others.

[1] http://tcp.aacrao.org/misc/joint_statement.php

    - Among the eight in this particular sample, four are undergraduate, graduate and/or professional institutions, two are graduate and/or professional, and one each undergraduate, other.
- A quarter of graduate and/or professional institutions report accepting undergraduate transfer credits. It is unclear from this data what purpose that transfer credit serves.
- Not all institutions post their transfer policy in a location available to the public.
    - The majority in that sample are U.S. institutions and either public or private, not-for-profit schools. This data is of note because of the requirements for institutions participating in Title IV to post the "policies of the institution related to transfer of credit from other institutions" on the College Navigator website and the institution's website "in an easily accessible manner"[2]. However, it is unknown whether the institutions in this group participation in Title IV programs. If they do not, they are not required to post the policy.
- The items addressed in the transfer policies varies widely by institutional size, type and control as well as the academic level of the policy.
- Several states and provinces maintain a website on transfer practices and policies.
- The most sought after guidance includes accreditation regulations, international transfer credit, high school credit/dual enrollment, and length of time credits are valid for.

The remainder of this report contains figures and tables summarizing the results. Questions regarding this or any other AACRAO research should be directed to Wendy Kilgore, AACRAO Director of Research, at wendyk@aacrao.org. For more information on the Joint Statement Workgroup, visit http://www.aacrao.org/resources/trending-topics/transfer or email Seth Kamen at seth.kamen@montgomerycollege.edu.

[2] https://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010831rev

Figure 1: Accept Transfer Credit (all that apply)

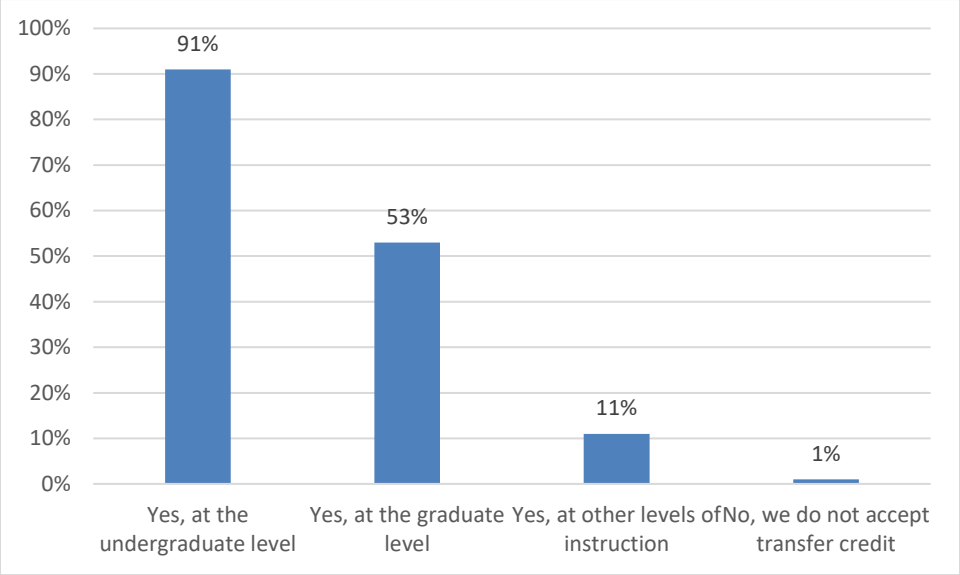


Figure 2: Accept Transfer Credit (all that apply) by Institution Size

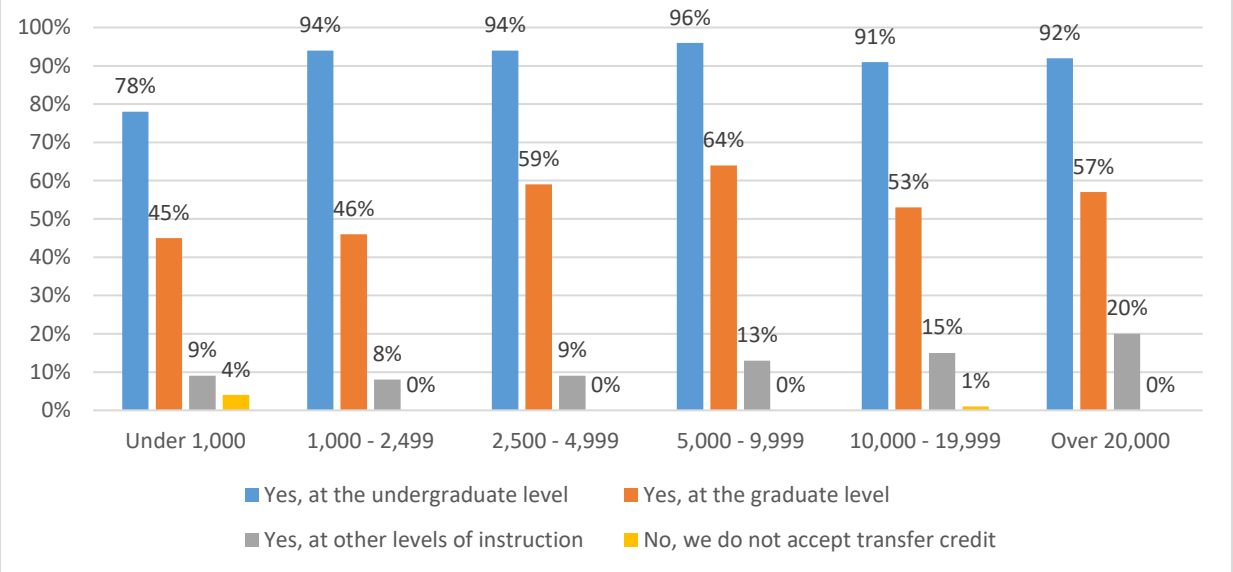


Figure 3: Publicly Available Transfer Policy

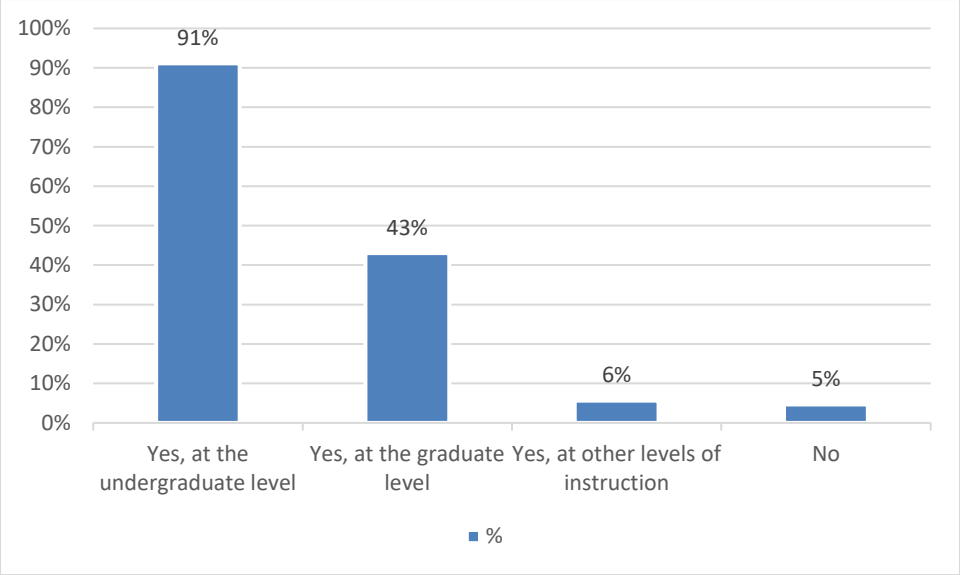


Figure 4: Contents of Undergraduate Transfer Credit Policy (all that apply)

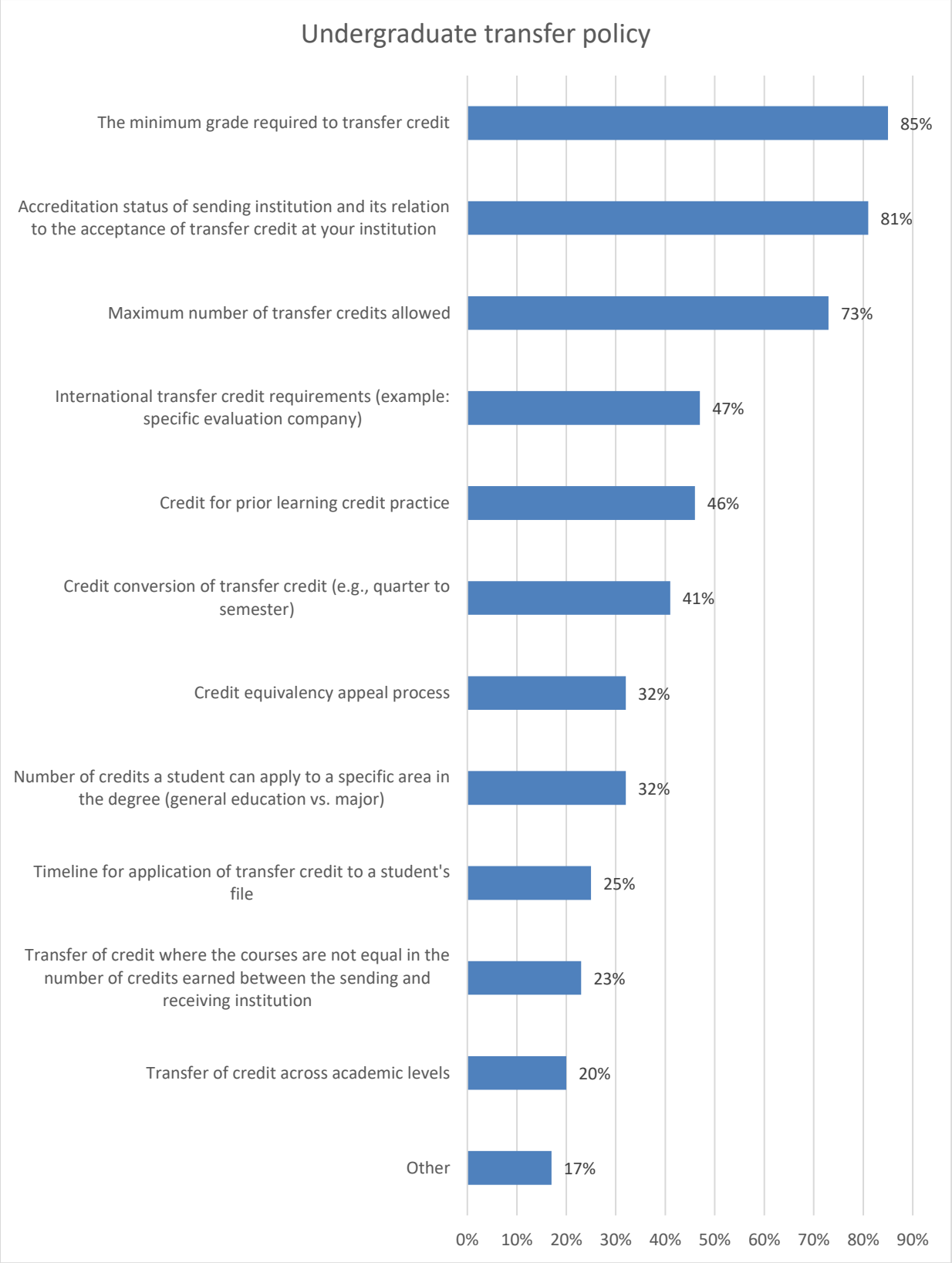


Table 1: Contents of Undergraduate Transfer Credit Policy by Institutional Control

	Public	Private, not-for-profit	Private, proprietary
Maximum number of transfer credits allowed	62%	82%	89%
The minimum grade required to transfer credit	77%	93%	95%
Number of credits a student can apply to a specific area in the degree (general education vs. major)	32%	32%	41%
Timeline for application of transfer credit to a student's file	25%	22%	57%
Accreditation status of sending institution and its relation to the acceptance of transfer credit at your institution	80%	82%	81%
Credit for prior learning credit practice	53%	38%	57%
Credit equivalency appeal process	45%	20%	19%
International transfer credit requirements (example: specific evaluation company)	50%	42%	65%
Transfer of credit across academic levels	21%	19%	27%
Credit conversion of transfer credit (e.g., quarter to semester)	39%	43%	59%
Transfer of credit where the courses are not equal in the number of credits earned between the sending and receiving institution	25%	22%	30%
Other	15%	17%	30%

Table 2: Contents of Undergraduate Transfer Credit Policy by Institutional Type

	Lower Division Only	Undergraduate	Undergraduate, graduate and/or professional	Graduate and/or professional	Other
Maximum number of transfer credits allowed	59%	76%	75%	100%	67%
The minimum grade required to transfer credit	82%	90%	85%	100%	100%
Number of credits a student can apply to a specific area in the degree (general education vs. major)	28%	30%	34%	50%	67%
Timeline for application of transfer credit to a student's file	28%	21%	25%	33%	33%
Accreditation status of sending institution and its relation to the acceptance of transfer credit at your institution	74%	79%	83%	67%	67%
Credit for prior learning credit practice	59%	39%	45%	67%	33%
Credit equivalency appeal process	36%	25%	34%	0%	33%
International transfer credit requirements (example: specific evaluation company)	53%	32%	50%	17%	0%
Transfer of credit across academic levels	14%	15%	24%	17%	0%
Credit conversion of transfer credit (e.g., quarter to semester)	34%	48%	42%	17%	100%
Transfer of credit where the courses are not equal in the number of credits earned between the sending and receiving institution	18%	27%	24%	17%	33%
Other	11%	21%	17%	33%	67%

Appendix D contains the comments provided for the "other" response choice for the content of the undergraduate transfer policy.

Figure 5: Contents of Graduate Transfer Credit Policy (all that apply)

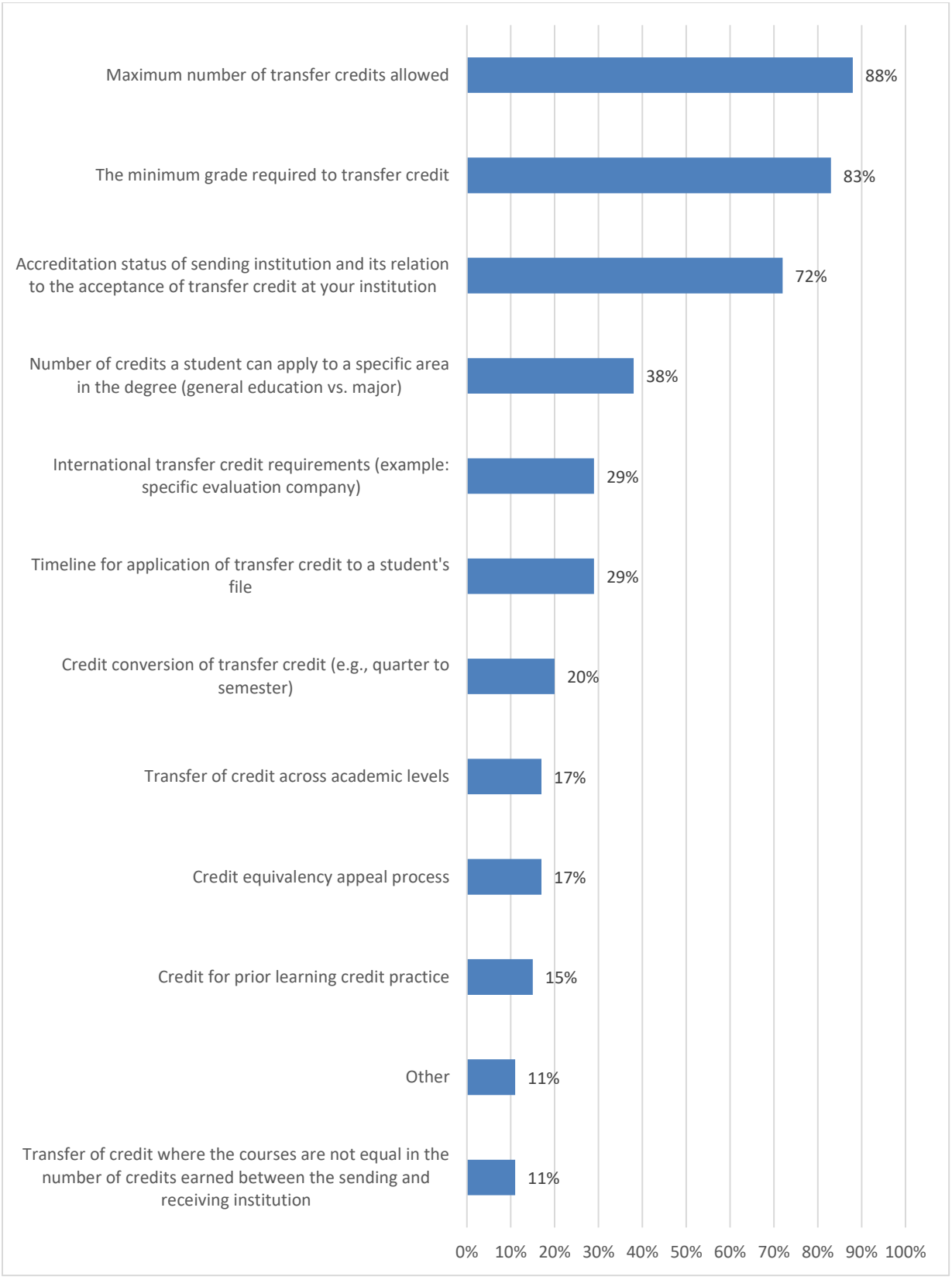
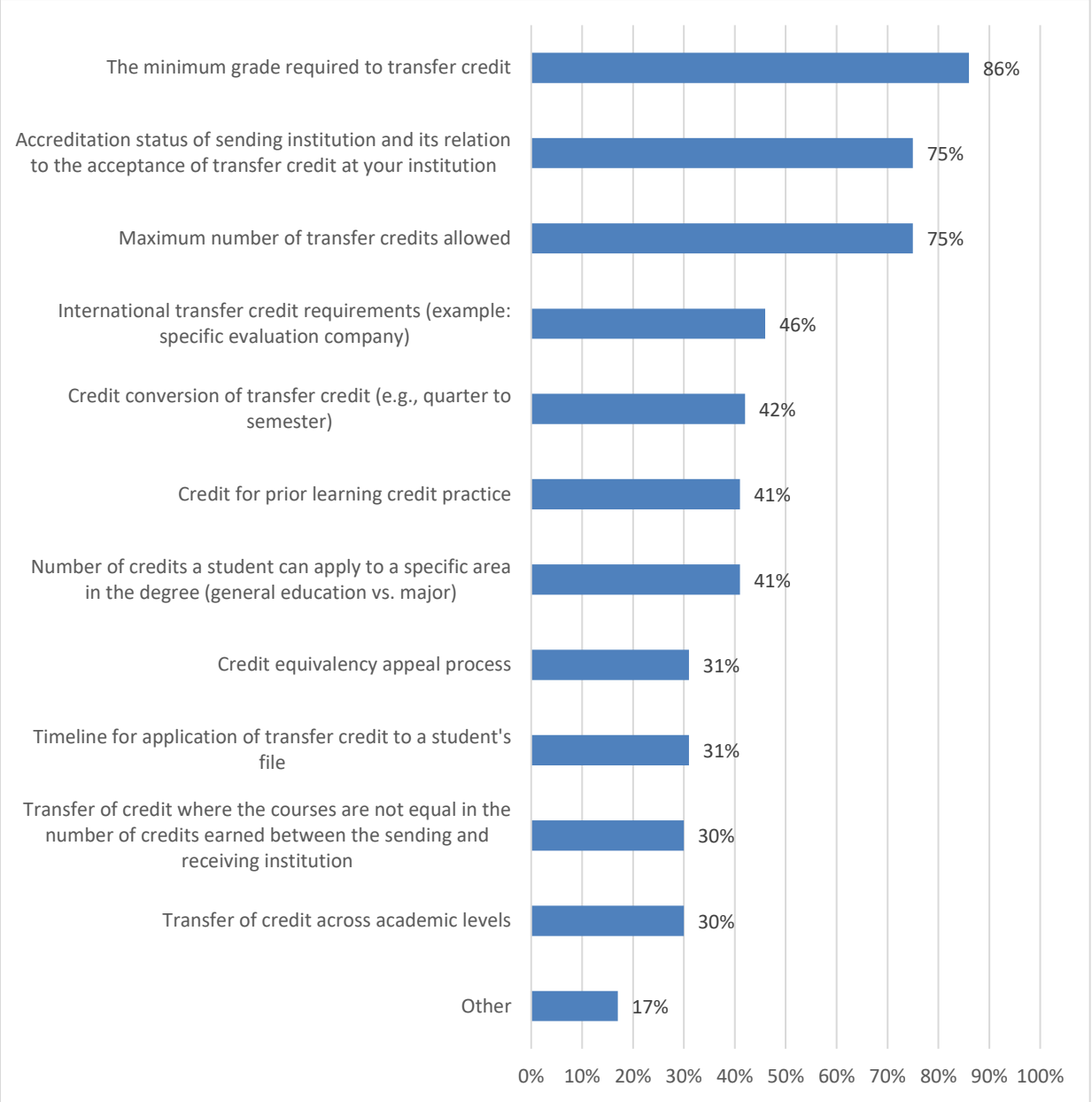


Table 3: Contents of Graduate Transfer Credit Policy by Institutional Control

	Public	Private, not-for-profit	Private, proprietary
Maximum number of transfer credits allowed	84%	89%	89%
The minimum grade required to transfer credit	78%	86%	95%
Number of credits a student can apply to a specific area in the degree (general education vs. major)	42%	35%	42%
Timeline for application of transfer credit to a student's file	29%	28%	53%
Accreditation status of sending institution and its relation to the acceptance of transfer credit at your institution	69%	72%	89%
Credit for prior learning credit practice	13%	14%	47%
Credit equivalency appeal process	25%	13%	16%
International transfer credit requirements (example: specific evaluation company)	30%	27%	58%
Transfer of credit across academic levels	20%	15%	16%
Credit conversion of transfer credit (e.g., quarter to semester)	17%	19%	53%
Transfer of credit where the courses are not equal in the number of credits earned between the sending and receiving institution	15%	8%	16%
Other	8%	12%	5%

Breakouts by control and size did not provide any further insight into the data and as such, are not included here. The content of the "other" responses is included in Appendix E.

Figure 6: Contents of the Transfer Credit Policy for Other Levels of Instruction (all that apply)



Breakouts by control, type and size did not provide any further insight into the policy for other levels of instruction and as such, are not included here. The content of the "other" responses is included in Table 4.

Table 4: "Other" Policy Content for Other Levels of Instruction

Q2.6 - Please describe the other components of the transfer credit policy for other levels of instruction.
All courses for which credit hours are transferred will be reflected on the Law School transcript with grades of Credit (CR). Transferred credit hours will have no effect on the Law School grade-point average. Students who seek to transfer credits from an ABA-accredited law school are prohibited from seeking advanced standing for law studies outside the United States.
Exclusion of college level work used toward the high school diploma or taught in a high school classroom.
Number of credits need to be taken at our institution.
How courses can apply toward general education even if not a general education course at our institution
Students who have matriculated and have achieved junior standing (56 semester credits) may not earn credits from two-year institutions.
Age of transfer credit (over 10 yrs old)
Transfer credit accepted by the College of Graduate Studies and the College of Law is recorded using pass/fail grading.
It depends upon which professional school.
Bachelor degree transfer must be deemed Bachelor degree applicable form sending institution.
documentation requirements (official transcripts and course descriptions)
We do not allow credit from dual enrollment programs to be transferred if they've already been used to earn the H.S. Diploma. We essentially don't allow "double counting" of credit.
Joint Services credit acceptance rules.
Course description

Figure 7: Transfer Policy and Practice Content Areas Where our Members Are Seeking Guidance from AACRAO (all that apply)

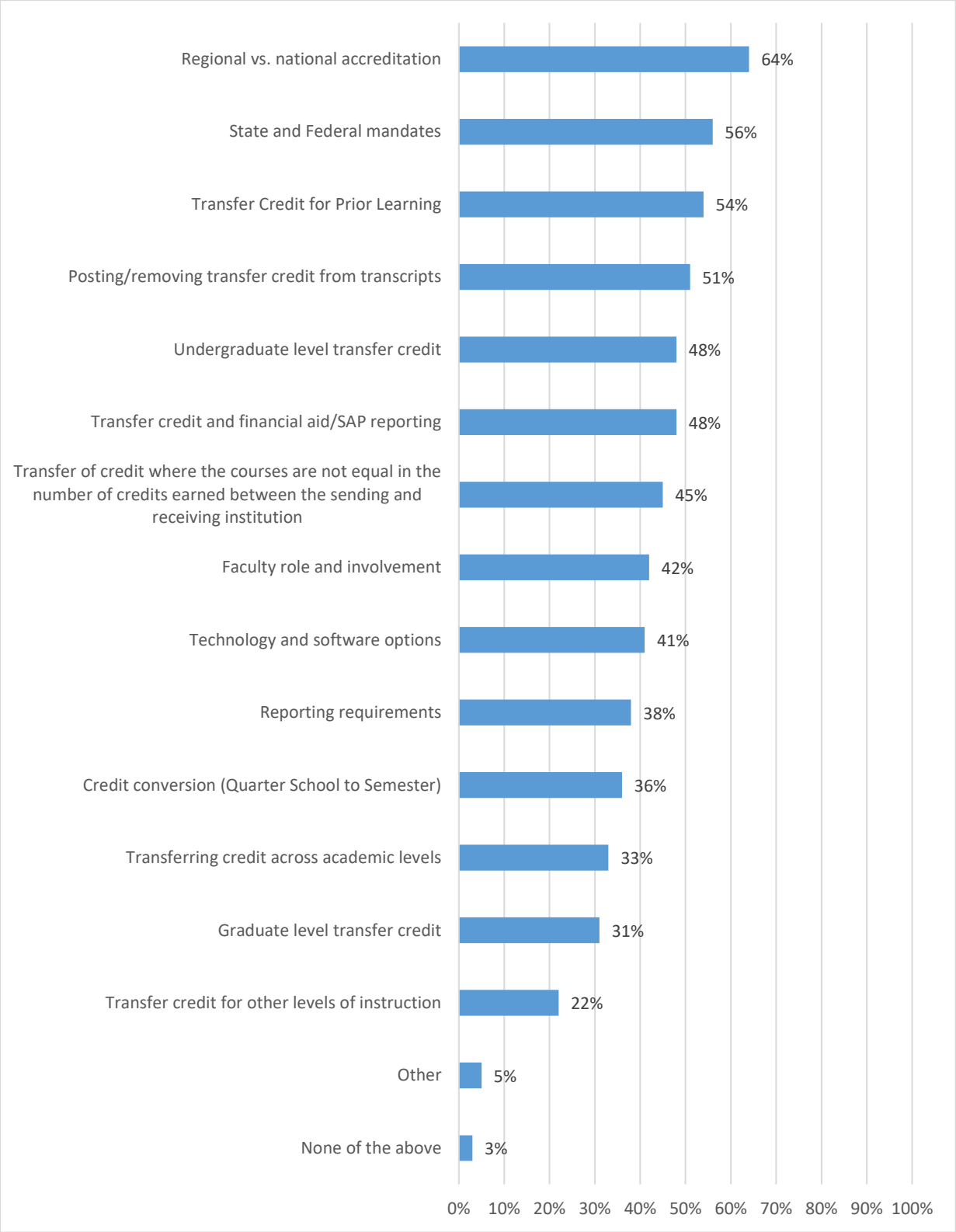


Table 5: "Other" Transfer Policy and Practice Content Areas Where our Members Are Seeking Guidance from AACRAO (all that apply)

Q2.8 - Please describe the other transfer credit policy area(s) where you would like to see guidance from AACRAO.
When to accept transfer credit from non-accredited schools (e.g., faith-based schools who have chosen not to pursue accreditation because it conflicts with religious and conservative values).
Expiring transfer credits past a certain age, specifically, do you hold your native students to that same expiration of credits age or are they allowed to still apply those old credits as long as they were completed at your own institution?
Credit from international institutions.
Expiration of credits earned
Length of time for initial course completion to transfer acceptance.
The time allowed between the earning of credits at one institutions and the transfer to another institution. Can a student transfer credits earned forty (40) years ago for example?
Non credit to credit conversions etc.
College credit earned in a high school classroom.
Accepting international credits from colleges and universities.
International transfer credit
Pass/Fail and grade equivalency
Guidance from accrediting bodies or Department of Education
Non accredited institutions and if accredited institutions accept those credits.
Clarification on how to distinguish "vocational" credit, which we have strict limits on, vs. "college-level transfer credit". This is becoming much harder to do with so many 4-year schools and systems blending and offering 2 year schools/Associates programs along with 4-year baccalaureate programs.
Guidance on competency based education where no credits or grades are used on transcript
International Transfer Credit acceptance, grade and semester hour conversion
Age of credit already posted for readmitted students
Transfer credit from applied associate degree programs into bachelor degree programs.
Military transfer credits - interpretation of DSST/JST transcripts - assistance to maximize their credit interpretation
More general information about foreign transcripts once received from the evaluation agency.
Dual enrollment vs credit earned post-HS graduation
More international credit scenarios, working with 3rd party evaluators etc.
Summer/January transfer policies - if differ from fall/spring transfer credit procedures; course equivalency determination for major/minor application versus general elective credit; courses counting towards graduation requirements (e.g., pre-matriculation credit; college credit taken in high school; etc.).
*Best practices for transfer credit for self-paced learning courses (i.e. from companies like Straighterline or BYU online). *Best practices for evaluating and accepting credit for narrative evaluations *Best practices for accepting credit for A-Level Exams *Best practices for what courses should or should not transfer (i.e. skills based courses like typing or physical activity, etc.).
I would like to know more about international transcripts

Transfer of courses from non-regional institutions. Transfer of courses that are not degree applicable or vocational in nature. Associate degree credits that are not bachelor degree applicable. Do schools differentiate transfer policies for non-traditional students vs. traditional students. Calculation of transfer GPA and school honors. Are transfer credits included the calculation of schools honors. (Magna, Summa, Cum.) A deadline all transfer credits must be submitted to cleared for graduation. Can transfer credit be submitted to complete a students degree in the final semester/term? Better definition of an associate level course vs. a bachelor level course. Upper division vs. lower division. Transfer of a lower division to meet an upper division requirement. Time limitation on the transfer of courses. Currency of the courses being transferred. What is needed to review transfer credits to meet degree requirements? What information is needed and how much is faculty involved. Acceptance of transfer transcripts. Can they be hand delivered? How old can a transcript be to accept the hand carried transcript? Maximum transfer credits for non-regional entities (DANTES, ACE, Military) Acceptance of challenge courses from other institutions. Transfer of "A" level exams. Information on block transfer polices. What can institutions do if they have questions in reference an accredited institutions courses in transfer. Especially in reference an online course being completed by the student. Is there a recommendation as to how many transfer credits an institution should accept to transfer in for a specific term or semester. Students are attending multiple campuses over the summer to earn credits. Some are on the ground and some are on-line. Maximum number of credits that can be transferred that are completed on-line if designated on the transcript. Definition of duplication of transfer credits.
Military and international work
International credits transfer -- universal UG standards?
I'd like AACRAO to stay out of the topic of accepting credit from nationally versus regionally accredited institutions. AACRAO should not get in the middle of this; our policies on this are aligned with the accreditation standard, and we don't need AACRAO or anyone else interpreting the standard for us.
Reverse Transfer; transfer of online science labs and related courses that require a significant hands on component.
Best practice for leveraging technology and policy requirements
International Credit Evaluations.
Anything and everything
1) Colleges treating high school transcripted credit as bona fide college credits when the college does not hold the high school students to the same standards as their own college students. e.g. various practices: not having the same add/drop/withdrawal requirements - not registering the students until they find out that the student earned a "C" in the class or dropping the student at the end of the class if they are failing, uncertainty about the rigor of the classes. 2) a state system telling their constituent school that they have to accept the other constituents' Prior Learning Assessment credit although there are no standards governing what learning the student has achieved e.g. at some colleges there might be a conversation between student and faculty that they've "worked in the field" and credit is granted on that basis - which is not acceptable at our institution. Or the system board having a policy that its constituents should accept credit from nationally accredited institutions. It would be good if AACRAO could work with the regional accrediting agencies to address these threats to our educational integrity.
Transfer credit for university/college courses completed during high school (especially to A.A. level)
Transfer credit from international institutions.

Articulation of international transfer credit
International Credits
Transfer credit earned via concurrent enrollment.
Guidance on transfer of credit or meeting eligibility based on organizations like StraighterLine.
I would like to see recommendations regarding the actual definition of a transfer student. The lines have been blurred between what constitutes a first time in college student and transfer student; i.e., dual associates degree/HS diploma programs, dual credits, substantial college credits earned in summer school after H.S. graduation, etc.

We asked respondents to provide best practice recommendations. Those recommendations have been included in their entirety in Table 6 and will be used to help shape the new Joint Statement.

Table 6: Transfer Best Practice Recommendations from AACRAO Members

Q2.9 - Please share any transfer policy best practice recommendations you may have.
Institutions must have a clearly defined appeal protocol for transfer credit decisions. A university legislative policy governing timelines for the transfer and application of credits would be extremely helpful.
Offer PLA option to those institutional credits that do not have proper accreditation.
The university considers awarding transfer credits from other regionally-accredited institutions on two conditions: (1) the institution's accreditation is recognized in the directory Accredited Institutions of Postsecondary Education published by the American Council on Education (credits from international institutions will be considered on a case-by-case basis) and (2) the credits are for graded courses which are deemed appropriate for a liberal arts and sciences degree at the University of Mary Washington. Regulations governing the consideration of courses for transfer credit vary according to whether the credits are transferred before or after matriculation.
Always seek out the transferring institutions course catalog in order to compare their courses with your universities. Print these or save them on your computer in case your transferring of credits is ever questioned. Always make sure that the transferring is 95-100% the same so you are not depriving a student of receiving a quality education from your school or if your courses are audited for any reason, the student does not lose that transfer credit. When in doubt, ask your chief academic officer their opinion and if they think that course is equivalent to the course offered at your university.
Always update your policy each year based on new developments.
All universities that use ECTS will be evaluated on a 2:1 ratio with US credits, therefore 6 ECTS credits will be equivalent to 3 US credits (we semester credits).
We do a 50% match for undergrad and a 90% match for graduate.
Recommendation that open enrollment or almost open enrollment be considered differently than competitive admissions as transcripts are not required prior for open enrollment schools (though maybe they should be--would like to see what does student success look like for students who provided transcripts prior to enrolling vs post-enrolling).

1. There should be a set age for transferable credits 2. The grade should be acceptable 3.The course content of the courses should be similar
Some larger or decentralized institutions, such as ours, often leave decisions about transfer credit applicability up to individual colleges and schools.
Regional accreditation with official transcript and grades of "C" or higher required.
University transfer policies should be written clearly and concisely. And they should be easy to apply evenly. They should be easily understood by high school students and their parents.
to not require syllabi for transfer of credit
Awarding/acknowledging other institutions general education completion.
We use a centralized model for assessing transfer of credit, we have developed a programmatic transfer document (My Academic Plan) that is provided to the student at the time they consider enrolling at the College, we do not wait until they have enrolled to assess transfer potential. This plan represents all of the required coursework in their programs and identifies where they may have opportunities to test out of specific coursework and where they have a choice in modalities of delivery. We assess off of unofficial, official and grade documents. Transfer credit is not awarded until official transcripts are received, however, they have visibility into what could transfer if they submit official transcripts. As transfer is posted to their record the student is notified and the transfer document is updated so they are aware of what is still outstanding. We have automated the process through our SIS to upload the transcripts, trigger a review, and return the review to the admissions or advising offices. All of our transfer evaluation is turned around in one business day.
Ours are very specific to liberal arts, our curriculum, and what our faculty have approved historically. I do not think they would be very helpful to others.
Have a policy that is clear.
Registrar has the last word, after consulting with faculty.
Verity credit value unit. May not be evident on the transcript.
Make it mandatory for students to submit all transcripts from all institutions that they ever attended.
Be consistent with the policy and educate faculty.
Work as a team to get transfer credit posted. No one person can do it themselves.
We are attempting to have transfer credit for incoming students reviewed and posted so that incoming transfer students can register with our returning students. This way, they get a fair chance to register for upper level classes before they are full.
Ensuring students send ALL prior transcripts is a challenge. Using sources like the National Student Clearinghouse to review prior enrollment has been a great help.
When transfer credit is applied to the home institution's degree requirements, it should be reported separately (or at least identified explicitly as "transfer" credit) on the home institution's transcript.
attaching visual charts that summarize transfer credit for AP courses, CLAP, etc.
Make sure that all state policies regarding transfer are included in the institutional policy.
Acceptance of courses and credits deemed suitable for transfer is determined by faculty in the department, school, or college responsible for instruction in the subject area. Among factors influencing the determination of acceptability are accreditation status, comparable academic quality, and the relationship of the course to other course offerings in the primary administrative unit and other academic units.
Schedule annual update of policy and terms used. We have more specific policies in some academic colleges. We are getting better about transparency and consistency of communication.
Require transcripts of previous academic credit to be submitted at the point of admissions and require that all credits earned outside of the home institution be preapproved.
Determining General Education Status of Credit Earned from Previous Institutions.

Follow the spirit over the letter of the law. Too many students lose credits because of faculty protecting their turf, not the academic integrity of their institution. No, you don't have the best English Comp class ever taught.
We try to be fair to the student by requesting syllabi for courses that do not present themselves as equivalent courses. We also work with our state institutions to articulate all courses so students who move back and forth know what to expect. We also create pathways for students who start at a two year and move to a four year.
Collaboration with other institutions in the state
It's not really possible, but a way to create, somehow, consistency with regards to transfer credit policies. It varies so much from school to school, which makes it is very challenging for students to understand.
*Students should be notified of the difference between accepting transfer credit and applying transfer credit. *Preliminary credit evaluations should be given to students at the time of admission or soon after (BEFORE deposit or committing to the institution). * Students should be able to meet with an academic advisor prior to enrollment to discuss the applicability of their transfer credit to their intended major - even if it's just a preliminary meeting
Be consistent.
Clearly defined transfer policies Consistent evaluation of transfer credits Constant training and norming sessions with those doing the evaluations.
Official transcripts from sending institutions are required.
For Ontario Canada best practices please see www.oncat.ca
Transfer course equivalencies should be course specific, not student specific. The same course, taken during the same time-frame, cannot have one equivalency for a student but a different transfer evaluation for another student. Also transfer course equivalencies should be term specific, with starting and ending points, not be open ended, in perpetuity. This is in recognition that curricula change and thus course equivalencies may change.
Statute of limitations on the "age" of credit...how long is credit "good" for, etc.
Articulation agreements of pre-determined transfer credit
Currently preparing for the Code of Maryland Regulation changes so we are not submitting our regulations at this time. As a best practice we work at using the same practice across all institutions recognizing that at times particular standards for a local entity must be followed.
We try to utilize as much prior coursework as possible in helping the student complete degree requirements
Specifically state how you are converting credits.
Consistent application of policy while remaining flexible to reasonable requests. Maximize credit granted whenever appropriate.
Be consistent and be transparent. Nothing makes students more angry than having a published/web-based transfer credit policy or equivalencies that aren't understand by faculty or staff.
Stay consistent and create a database of the courses and what year they were offered and accepted.
California Community Colleges will use www.assist.org and C-ID numbers when evaluating courses from other California schools.
We have an "in house" policy for undergrad transfer requirements when it pertains to physical education, art, theatre, and music courses. We limit the number of transfer courses in these cases, unless the student is pursuing a degree in that discipline.
Develop outstanding relationships with academic advisers at your feeder institutions so they can properly advise students.

Give, and stick to, deadlines for transferring credits in. Sometimes students wait several semesters to provide an official transcript and by then they frequently already took a class or two that may have otherwise have transferred. Set up a policy that all transcripts from previous institutions must be submitted to the registrar (or wherever) by the drop/add period of the 2nd semester. Deadlines work!
We use specialized 'bucket' courses in our SIS to capture specific types of transfer credits we do not have equivalencies for. Examples include State Core Curriculum courses and foreign language credits. These translate well into advising systems, which is a major boon to our incoming transfer students.
We are working on developing an international transfer policy.
We award credit based regardless of a student's degree program. If they have accounting credit and are currently a fashion student, we will still award the accounting credit. While it may not help them now, our students are frequently changing majors and this ensures we don't have to re-evaluate and the student can make an educated decision about their current major.
Always, always, always err on the side of the student. Look for comparability -NOT 'equivalency.'
In addition to the information we provide via the policy, we have an extensive website that outlines requirements for transfer credit evaluation/reevaluation for both incoming undergraduate students (domestic and international), as well as current students who wish to study abroad via a non-UD program. We also have a transfer credit matrix posted to this site - http://www1.udel.edu/registrar/transfer/.
This should be on the previous question - things I would like to see - recommendations for periodic review of established transfer credit equivalencies and/or how to keep them current.
We award transfer credit based on the course content, not on the course title or number of credits. This can pose a challenge, but helps us to ensure that students are transferring in courses that are similar to what we offer. We also offer a public database so students can view courses that have already been evaluated, since we only evaluate courses as students are admitted to the university. It's a robust database with courses from over 3,000 institutions.
I believe an official transcript sent directly from the issuing institution to the receiving institution is a critical part of the transfer credit policy that some Registrars and Admissions officers do not adhere to.
When evaluating a transcript of a student who completed five or more semesters, we only accept the credits that when added to the credits a student needs to take here will not exceed by more than ten credits, the total number required for the degree. In other words, if a student completed 90 credits at other institutions, needs 55 credits to complete a degree, we will accept only 65 of the previously completed credits.
Credit earned through concurrent enrollment is treated like any other earned credit - i.e., credits transfer based on appropriate equivalency rather than timing of when credit is earned.
Guidelines if an institution is not regionally accredited, outline a practice to evaluate the mission, program, etc. in order to determine if the school is acceptable for transfer (CHEA approved, Department of Education approved or both).
Evaluate prior to acceptance in order for students to know what credit they are receiving.
Have a single point of contact in the Registrar's office for questions of transfer credit
I believe it is important to remember to be student-centered when making decisions about transfer credit.

Appendix A: AACRAO May 2017 60-Second Survey: Transfer Credit Policy

Introduction

AACRAO, in conjunction with other higher education associations, is writing a new version of the Joint Statement on the Transfer and Award of Credit. This statement was originally written in 2001; and, while forward thinking, needs to be updated to address current and future higher education trends. The goal of this rewrite is to identify transfer credit best practices and to provide guiding principles for working with transfer credit and transfer students. The following survey is designed to help the advisory committee learn more about our member institutions' current practices and future needs.

Q1.2 Does your institution accept transfer credit?

- Yes, at the undergraduate level
- Yes, at the graduate level
- Yes, at other levels of instruction
- No, we do not accept transfer credit

Q1.3 Please describe what policies and procedures at your institution prevent the acceptance of transfer credit.

Q1.4 Does your institution have a publicly available transfer credit policy?

- Yes, at the undergraduate level
- Yes, at the graduate level
- Yes, at other levels of instruction
- No

Q1.5 AACRAO is developing a policy repository for its members. If you would like your institution's transfer credit policy to be included in this repository as an example, please attach it here (PDF or Word preferred).

Q1.6 Undergraduate transfer policy

Q1.7 Graduate level policy

Q1.8 Transfer policy for other levels of instruction

Q2.1 What is currently included in your institution's undergraduate transfer credit policy? (All that apply)

- Maximum number of transfer credits allowed
- The minimum grade required to transfer credit
- Number of credits a student can apply to a specific area in the degree (general education vs. major)
- Timeline for application of transfer credit to a student's file
- Accreditation status of sending institution and its relation to the acceptance of transfer credit at your institution
- Credit for prior learning credit practice
- Credit equivalency appeal process
- International transfer credit requirements (example: specific evaluation company)
- Transfer of credit across academic levels
- Credit conversion of transfer credit (e.g., quarter to semester)
- Transfer of credit where the courses are not equal in the number of credits earned between the sending and receiving institution
- Other

Q2.2 Please describe the other components of the undergraduate transfer credit policy.

Q2.3 What is currently included in your institution's graduate transfer credit policy? (All that apply)

- Maximum number of transfer credits allowed
- The minimum grade required to transfer credit
- Number of credits a student can apply to a specific area in the degree (general education vs. major)
- Timeline for application of transfer credit to a student's file
- Accreditation status of sending institution and its relation to the acceptance of transfer credit at your institution
- Credit for prior learning credit practice
- Credit equivalency appeal process
- International transfer credit requirements (example: specific evaluation company)
- Transfer of credit across academic levels
- Credit conversion of transfer credit (e.g., quarter to semester)
- Transfer of credit where the courses are not equal in the number of credits earned between the sending and receiving institution
- Other

Q2.4 Please describe the other components of the graduate transfer credit policy.

Q2.5 What is currently included in your institution's transfer credit policy for other levels of instruction? (All that apply)

- Maximum number of transfer credits allowed
- The minimum grade required to transfer credit
- Number of credits a student can apply to a specific area in the degree (general education vs. major)
- Timeline for application of transfer credit to a student's file
- Accreditation status of sending institution and its relation to the acceptance of transfer credit at your institution
- Credit for prior learning credit practice
- Credit equivalency appeal process
- International transfer credit requirements (example: specific evaluation company)
- Transfer of credit across academic levels
- Credit conversion of transfer credit (e.g., quarter to semester)
- Transfer of credit where the courses are not equal in the number of credits earned between the sending and receiving institution
- Other

Q2.6 Please describe the other components of the transfer credit policy for other levels of instruction.

Q2.7 From what areas would you like to see transfer-related guidance from AACRAO? (All that apply)

- Regional vs. national accreditation
- State and Federal mandates
- Posting/removing transfer credit from transcripts
- Transfer credit and financial aid/SAP reporting
- Transferring credit across academic levels
- Undergraduate level transfer credit
- Graduate level transfer credit
- Transfer credit for other levels of instruction
- Reporting requirements
- Credit conversion (Quarter School to Semester)
- Transfer Credit for Prior Learning
- Faculty role and involvement
- Technology and software options
- Transfer of credit where the courses are not equal in the number of credits earned between the sending and receiving institution

- Other
- None of the above

Q2.8 Please describe the other transfer credit policy area(s) where you would like to see guidance from AACRAO.

Q2.9 Please share any transfer policy best practice recommendations you may have.

Appendix B: Respondent Count by Institution Type, Size and Control

Type		
	%	Count
Lower Division Only	17%	198
Undergraduate	15%	174
Undergraduate, graduate and/or professional	65%	759
Graduate and/or professional	3%	36
Other	0%	5
Total	100%	1172

Control		
	%	Count
Public	47%	553
Private, not-for-profit	49%	569
Private, proprietary	4%	50
Total	100%	1172

Size		
	%	Count
Under 1,000	19%	217
1,000 - 2,499	24%	282
2,500 - 4,999	18%	211
5,000 - 9,999	17%	202
10,000 - 19,999	13%	151
20,000+	9%	109
Grand Total	**100%**	**1172**

Appendix C: Respondent Country, State/Province

	Count
Armenia	**1**
Bahamas	**2**
Canada	**38**
AB	10
BC	11
MB	3
NL	1
NS	2
ON	6
QC	1
SK	3
(blank)	1
China	**1**
Costa Rica	**1**
Cote d'Ivoire	**1**
Greece	**1**
Hong Kong	**2**
Italy	**1**
Jamaica	**1**
Lebanon	**2**
Qatar	**1**
Switzerland	**2**
United Arab Emirates	**2**
United Kingdom	**1**
United States	**1115**
AK	4
AL	13
AR	10
AZ	12
CA	85
CO	25
CT	8
DC	6
DE	1
FL	27
GA	29
GU	1
HI	5

IA	21
ID	3
IL	51
IN	25
KS	25
KY	13
LA	12
MA	50
MD	22
ME	9
MI	32
MN	30
MO	27
MS	3
MT	8
NC	33
ND	9
NE	11
NH	5
NJ	22
NM	9
NV	5
NY	81
OH	45
OK	10
OR	20
PA	67
PR	7
RI	5
SC	15
SD	7
TN	23
TX	63
UT	10
VA	38
VT	8
WA	23
WI	30
WV	11
WY	1
Grand Total	**1172**

Appendix D: Other Content in the Undergraduate Transfer Credit Policy*

*raw data

Q2.2 - Please describe the other components of the undergraduate transfer credit policy.
We guarantee to accept the minimum number of hours required for the degree if an Associate of Arts or Associate of Science degree is earned. This may include grades of D not normally accepted in transfer.
Our policy also discusses what defines an official vs unofficial transcript, how a degree will transfer, awarding credit for ACT/SAT scores, repeated courses, and special transfer agreements via USHE standards.
Transfer of general education credit between Wisconsin public IHEs.
Maximum number of lower-division credit; completion of general education requirements; reverse transfer;
Descriptions of in-state transfer agreements and components of faculty senate legislative policy governing the transfer of credits.
Since we are a performing arts school, we will award "advanced standing" credits based upon placement assessment results for degree requirements.
Articulation agreements with local community colleges; how an Associate's degree impacts advanced standing
Our policy describes when we will waive the general education requirements if a student has a prior degree.
Courses taken at other institutions while the student is enrolled at ours
Stale dating-courses taken more than 7 years previous are non-transferrable
We have many prerequisites
General education waivers for those with appropriate associate degrees, General education adjustment in how to fulfill requirements if a student has 54 or more transfer credits (but no associate degree).
Age of courses and grade requirements. Also, the state of Colorado sets a 30 calendar timeline. This reconfirmed in our policy on paper, but we follow it.
Maximum number of credits that can be transferred at the various levels, the grades acceptable for transferred courses and that credits can only be transferred from accredited institution
Courses older than 10 years are not acceptable; non-college level courses are not acceptable.
The attached file is a very general overview of undergraduate transfer credit policy. The UGA Bulletin is the source for UGA policies and regulations. http://bulletin.uga.edu/index.aspx
How Gen Ed requirements can be met, credit by exam, ways in which credit can be awarded, "old" coursework.
The other components of the transfer credit policy include transfer of workforce courses, graduate level courses, credit-by-examination, and evaluation of military transcripts.
Program specific transfer policies and expiration timelines
We indicate the type of AP and International exam scores we accept as well.
Tests for credit, military credit, and college courses taken prior to high school graduation and etc.
Framingham State University does not limit the number of courses a student can transfer in. Instead, there are course residency requirements that must be met for the degree, the major, and for the minor (if any).
Don't accept credit for online courses. Don't accept credit for dual credit courses unless the student enrolled in a section of a college course that included students from the general college population. Grades do not transfer, only credits.
Limit on "technical" credit, evaluation of credit by exam, including CLEP and AP
67 credit maximum from community college and 90 credit maximum from a combination of both community college and four year institutions
How transfer credit will be evaluated and reported to students; Credit available (and limitations) for transfer post-matriculation; credit available (and limitations) for transfer completed prior to high school graduation; Credit for Military Education; Articulation Agreements; Course work requiring special review; How transfer GPA is calculated and considered for the determination of Latin honors at graduation.
Link to TES

Here is the University Transfer Policy (unable to upload in previous fields). In addition, each College or School has a specific policy that delineates many of the items in the previous list. "Pacific University may accept for transfer credit work taken at regionally accredited institutions based upon evaluation criteria and transfer limits that are determined by each College, School, and/or Program. Exceptions are that the university does not grant transfer credit for basic computer skills courses or college preparatory work (not intended for college credit), or for work taken at regionally accredited institutions prior to their candidacy for accreditation. Vocational training is not accepted for transfer credit without individual College, School and/or Program approval, as applicable. The Pacific GPA includes only grades earned at Pacific University."
Credit By Examination; age of transfer work to apply toward major; lower and upper level transfer; duplicate credit; transfer of Technical, Vocational, and Professional Credit
Non-traditional credit policy, maximum number of hours accepted.
Info on AP, IB, Credit for Prior Learning, Military credits
Thirty hours of credit by examination is the maximum allowed to count towards the degree. Transfer credit will not be accepted and duplicate hours will not be awarded for equivalent courses previously earned at the institution with a grade of D or better. However, the grade on the transfer institution's transcript will be used to validate completion of the course to meet a curriculum requirement with the required grade. Students attempting to raise their cumulative GPA's must repeat the respective course(s) at the home institution.
We also have requirements related to state guidelines regarding what will be honored for general education requirements from a public four year or two year institution within the state.
Transfer credit must be consistent with the liberal arts. Courses in the major must be approved by the department.
Evaluation of Transfer Courses The Hunter College Office of Admissions prides itself on the ease and convenience of its transfer course evaluation process. Academic records are evaluated for transfer course equivalencies after a student has been admitted and has confirmed their intent to enroll at Hunter. The records are then reviewed on a course-by-course basis to determine course equivalencies. Every effort is made to accept the maximum number of credits possible. i. Transfer Credit Policy In general, credits earned by taking college-level courses from other regionally accredited colleges and universities will transfer, provided that the courses are similar in scope and content to those offered for credit at Hunter College. Credits will be granted for courses with a grade of "C" or better ("D" or better at CUNY institutions). The maximum total number of credits that may be transferred from other accredited Bachelor degree-granting institutions to Hunter College is 90. There is a 70-credit maximum on the number of credits that may be transferred from Associate degree-granting institutions. Students with an A.A., A.S. or A.A.S. degree from a CUNY college should be awarded 60 transfer credits (Note: To transfer 60 credits, all courses must adhere to the policies outlined above). The credit amount for each course remains the same when transferred. (Exception: Credits coming from a school using the quarter hour will be converted to the semester hour using a .66 multiplication factor.) Grades do not transfer; the student's grade point average at Hunter is calculated solely on the basis of work taken at Hunter College. The following courses do not transfer: ESL/Remedial/Developmental courses; Freshman orientation/experience courses; military training; firemen/police studies; EMT training; secretarial/office technology courses; hospitality management; pharmacological, Non-CUNY nursing courses (CUNY nursing courses are transferable for transfer students from CUNY community colleges who have earned an AA or AS degree and they have also been accepted in the Nursing Program), and medical professional training, courses used to satisfy high school graduation requirements, among others. Credit Given by Exam Credits and course exemptions are given to students who present satisfactory scores on the CLEP and the

College Board's Advanced Placement program. Satisfactory scores are determined by the College's respective academic departments. An official score report must be sent from the College Board to the Admissions Office for an evaluation. For the exams and scores recognized by Hunter College, please see: AP Exams; CLEP Exams. Hunter College recognizes and awards credit for International Baccalaureate higher-level (HL) exams with scores of 5 or better for yearlong courses (No credit will be given for Standard Level Exams). Official IB, AP and CLEP scores must be sent to the Office of Admissions. Updated official college transcripts, which include courses taken via the CUNY College Now program, should also be sent to: Transfer Course Evaluation Office of Admissions Hunter College 695 Park Avenue, Room 203 North New York, NY 10065 ii. Course Equivalency Search Engine To determine, in advance, which credits will transfer upon matriculation, a Course Equivalency Search Engine is provided. A sample of a completed evaluation can be viewed within the Guide to Understanding Your Transfer Course Evaluation.
Limit of 15 semester credit hours from alternate credit earning options, (i.e. CLEP or other exams, life experience, etc.
articulation agreement info
Military credit, CLEP, DANTES
Advanced Placement
maximum units from community/junior colleges course-to-course articulations
Transfer Indiana Core Transfer Library
USAC Study Abroad offers two types of programs; the USAC Language and Culture Program and institutional exchanges. USAC Language and Culture Program credit is recorded as University of Idaho institutional credit; institutional exchanges are recorded as transfer credit. Transfer credit accepted by the College of Graduate Studies and the College of Law is recorded using pass/fail grading.
How to handle repeated course both before and after transfer.
Block credit arrangements specific to certain programs, often between our institution and a particular partnership at a 2 year college.
process for having credits evaluated, how credits are applied that have no institutional equivalent
Official transcripts only for awarding of credit, link to transfer articulation agreements, link to FAQ's for transfer students
A Student Success course component (College Ready course)
We apply general education waivers for students who have completed AA, AS or baccalaureate degrees at regionally accredited institutions. Also, students who have completed general education requirements at a four-year institution can receive a general education waiver. We also indicate that transfer credit is not included in GPA calculations. We include transfer credit for military training in our policy. We include transfer credit for pre-approved government and professional certifications.
articulation agreements; overview of US accreditation; unaccredited institutions; validation of extra-institutional and experiential learning for transfer purposes; official transcripts; credit recognized from extra-institutional sources: CLEP, DANTES, DSST; IB, AP, PONSI, ACE; vocational and technical courses; pass/fail courses; skills-based courses; developmental and remedial courses; application of open elective credit; statute of limitation on transfer work; request for transfer of credit/transient student work; lower and upper division coursework; etc...
Guaranteed transfer within the state; credit from the Armed Services;

residency requirements, receiving university honors
NA
Transfer of AP and other pre university credits earned. Links to related policies and documents.
Specifics on the final determination of transfer credit to the Dean of each school on campus.
75 credit maximum from 2-year schools, up to 90 credits from 4-year schools. Minimum grade C-.
Transfer Credit â€“ Associate and Bachelor Programs Internal Transfers All credits earned in SSU's Associate of Business Administration are internally transferable to SSU's Bachelor of Business Administration (BBA) program. All grades and GPA points will carry over to the new program, subject to all Catalog policies. External Transfers Credits earned for comparable course work in an undergraduate program can be transferred into the Southern States University ABA or BBA program if the following conditions are met: ï‚· Originating school must operate with approval of the regulatory agency of the state in which it is located, and have accreditation recognized by the USDE (or equivalent); ï‚· Course descriptions, as detailed in the catalog or syllabi of the originating institution, are comparable to SSU courses; ï‚· Courses must be completed with a minimum GPA of 2.0; ï‚· Coursework must have been completed within seven years of making application to Southern States University; ï‚· Credit value of completed coursework (or clock hours) cannot be less than that required by Southern States University (semester credits are converted to quarter credits by multiplying by 1.5, i.e., 3 semester credits multiplied by 1.5 equates to 4.5 quarter credits). Students may transfer no more than 67.5 quarter units into the ABA program and no more than 135 quarter credits to the BBA program. Note that no more than seventy-five (75) percent of SSUs undergraduate degree program can be completed through a combination of (a) transfer and (b) any other award of credit. No more than 50% of SSUs undergraduate degree programs can be completed via the online modality. A minimum of twenty-five (25) percent (22.5 credits in the ABA program and 45 credits) of the program must be completed at Southern States University via the on-campus residential education modality. Students must petition before the beginning of their second term to obtain credit for any classes completed prior to their enrollment with SSU. Non-Traditional Collegiate Education Transfer Credit, Including Military Experiential Credit SSU accepts non-traditional collegiate education in the form of transferable credits that can be applied towards Associate's or Bachelors degrees. A student may transfer a maximum of 36 credits in the ABA program and a maximum of 72 credits from a non-traditional setting using the following options: ï‚· A maximum of 36 credits in the ABA program and 72 credits in the BBA program may be earned through the College Level Examination (CLEP) ï‚· A maximum of 13.5 credits in the ABA program and 27 credits in the BBA program may be transferred from the following programs: ¶ Defense Activity for Non-Traditional Education Support (DANTES) independent study/credit by examination courses ¶ Excelsior College Examinations Rev. 11/1/2016 89 ¶ Credit that has been recommended by the American Council on Education. This is listed in the ACE National Guide to College Credit for Workforce Training ï‚· A maximum of 22.5 credits in the ABA program and 45 credits in the BBA program may be transferred from prior military coursework or experience. Coursework or experience must be evaluated by the American Council on Education. The University does not grant experiential credit for work experience gained outside of the military. SSU

maintains a written record of previous education or training of veterans and eligible persons clearly indicating where credit has been granted, if appropriate, and notifies them accordingly. A student seeking transfer credit must request an official transcript be sent to Southern States University by the college or university awarding credit. In addition, students must submit a completed Petition for Transfer Credit form to the University Registrar. Consideration will be given to Petitions for Transfer Credit based on the aforementioned conditions. The University does not guarantee transfer of credits.
International Baccalaureate credit
30 of the last 36 credit hours must be earned at WPU; ACE credits may be accepted pending approval of the Registrar (and Military Credit); CHEA credit must have C- or better...
how repeat courses are transferred; how assessment-based learning credits are transferred;
We generally do allow for transfer credit of incoming students. Olin credits taken while a student at Olin (summer, study away, winter session, etc.).
Reverse Transfer; transfer of non-traditional credit; the college has a process of appeal which is not in the college catalog.
We discuss how we differentiate between who has the authority to decide transferability, equivalency and applicability; we discuss specific equivalency designations such as elective credit vs. general core fulfillment; we have specific sections for study abroad and military credit.
AP and CLEP policy. Life experience. Military training. IGETC.
Home schooling
Policy includes who determines the coursework applicable for transfer and who notifies the student.
Many of the boxes are policies in our Advanced Standing section of our policies, but not specifically in the transfer polices, such as credit conversion, required stale date of some credits, requirement of a regionally accredited school, etc.
Courses taken through Cross-Registration
We include Testing Credits, Military Credits and Challenge Test Credits in our CPL policy.
Montana is regulated (state/public) by our Board of Regents who have outlined a series of credit transfer policies. http://www.mus.edu/borpol/bor300/bor300.asp Minimum course grades, timeline, systems, outdated work, transfer in general
If course work was completed at a school not regionally accredited, a student may specifically request that his/her course work be considered for transfer. Students who wish to appeal the transferability of course work must write a letter within the first semester after the work was not accepted. The letter must be addressed to the Office of the Registrar and include: The name(s) of the previous institution(s) attended, the course number and title of each course for which the student was denied transfer credit, and the date(s) of enrollment in each course. A copy of the catalog description (from the appropriate year) for each course in question. A copy of the syllabus or course outline (from the appropriate year) for each course in question. This information can be obtained from the sending institution. A statement indicating why the credit(s) should be accepted. The Office of the Registrar will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the department chair/school director. A written response will be delivered to the student in a timely manner once the appropriate faculties have reviewed the course materials, past practices, and the student's specific circumstances. To determine transferability of courses, the following will be considered: The educational quality of the sending institution The comparability of course content to the UNC course Applicability of the credit in relation to the programs being offered at UNC Additional documentation provided by the student regarding the transferable course(s). Course work taken at vocational/technical institutes will not be accepted. Copies of the Transfer Course Guide

are on file at each Colorado community or junior college and may also be obtained online at http://www.unco.edu/regrec/Current%20Students/Transfer/Index.html. For the student's Liberal Arts Core requirement and major requirement, the Catalog in effect at the time of admissions and major declaration will be followed.
Transfer to other campuses owned by the same college with in the company.
Transfer limitations from a two-year institution based on course level.
Grade requirements; SACSCOC requirements
Time limits. We have time limits for all science, math, and computer courses--5 years. Also all other gen eds not encapsulated in a degree are bound to 7 years.
Military credit, credit by exam, repeated work
Transfer students entering with fewer than 24 earned college credits will be required to participate in a First-Year Seminar (FYS) their first semester; Transfer credit for a course taken ten or more years prior to the request is generally not given; Quality points and transfer credits are not included in the student's grade point average at Keystone.
Mode of instruction, term of instruction, credits earned prior to graduation from high school.
Elective credit policy, CLEP and AP/IB credit policy, military credit policy, transfer credit grades not included in GPA.
Residency requirement: Every student must complete a minimum of 30 credits in residence at the College and take a minimum of one-half the major courses in residence. All students must complete 30 of their last 36 credits in residence at the college.
As an Associate Degree granting institution, we explain how a bachelor degree will apply. Our webpage has additional information about timeline for posting of awards, international transcripts, and how we award credit (course specific, course elective, graduation requirement, varying credits, etc.).
The State of Utah has some articulation requirements and common course numbering rules that are a part of our policy.
The policy also includes what types of courses that are not transferrable.
Distinction between pre-matriculation and post-matriculation
Transfer religion requirements based on previous institution
1) Only official transcripts are evaluated for transfer credit. 2) Vocational/remedial credits not accepted.
AP, IB, CLEP
Alternative credit options, such as from Military, CLEP, DSST, etc. and the limits.
Course description
Courses must be "liberal arts in nature"
Many of the checkboxes are covered elsewhere in our transfer pages. They do not specifically appear on the policy page.
Types of incoming transfer credit - collegiate, non-collegiate training (military, certificates, licenses); standardized exams, local/challenge exams.
Assessment policies & the concept of unspecified course credit transfer
FAA regulations regarding transferring flight hours
NJ has a transfer policy from the community colleges to the 4 year schools regarding the completion of our general education requirements.
Transfer credit not accepted for courses taken concurrently in high school.
Official transcript required for transfer credit.
international baccalaureate equivalencies, college board AP, college level examination program, military service veterans, prior degrees, unaccredited institutions, reverse transfer, etc. http://www.wcu.edu/learn/academic-services/registrars-office/credits-earned-elsewhere/

Specific UW System transfer policy references.
Specific requirements for English courses and testing credit.
Impact on GPA, Courses not eligible for transfer
Transfer must complete a minimum of twelve (12) credit hours in residence.
Process and overall philosophy
Articulation Agreements, Non-traditional credits, degree requirements

Appendix E: Other Content in the Graduate Transfer Credit Policy*

*raw data

Q2.4 - Please describe the other components of the graduate transfer credit policy.
up to six hours as approved by the department
None. It is subject for approval from the departmental director.
Number of credits transferrable
As with the undergraduate programs, individual colleges, schools and/or programs have specific policy components.
Transfer credit accepted by the College of Graduate Studies and the College of Law is recorded using pass/fail grading.
- course cannot have been taken to upgrade qualification for admission to graduate program - course must not have been used to obtain any previous degree - course must have been completed within the previous 10 years
There is no automatic transfer of graduate credit. However, a student's advisor or committee may recommend and the Dean of the Graduate School may approve specific courses for transfer credit as a part of the student's master's degree plan. Programs will use the following scale in determining the maximum possible number of semester credit hours that may be transferred: - up to 6 semester credit hours in a program of 30-38 semester credit hours. - up to 9 semester credit hours in a program of 39-44 semester credit hours. - up to 12 semester credit hours in a program of 45 or more semester credit hours. Only graduate courses in which the grade of B or better has been earned from a regionally accredited school may be considered for transfer credit. Transferred work is not accepted until the student has demonstrated ability to do satisfactory work at university
Transfer credit must be approved individually by the academic unit responsible for the graduate program.
Approval of the program and Graduate Studies
The transfer credit cannot be credit that was used to satisfy a degree at another institution
Documentation requirements (official transcripts and course description/syllabus)
CLEP and DSST Exam transfer policy for undergraduate students in our Graduate and Professional Programs
Transfer credit is reviewed on an individual basis and requires the student submit a proposal with syllabi of transfer course to determine equivalency
Coursework must have been completed within the last seven years at a regionally accredited institution and may not have been previously used for completion of a graduate degree program.
Cross-Registration and Partner Institution credit
In addition to the requirements for transfer credits, our institution's policy includes the process that students must follow and the expectations of what information they will provide to back up their request.
Not all graduate programs allow transfer of credit.
The graduate transfer credit policy is granted on a case by case basis. The coursework is evaluated by the school to determine if a minimum # of credit may be granted.
The credits earned will be accepted to fulfill the program requirements but will not be calculated into the grade point average or be considered as a repeat.
Graduate transfer credits must be evaluated and approved by the program advisors.
Policies not specifically addressed in the graduate catalog default to undergraduate policy, when applicable.
Once a student is accepted into a program they can request a gap analysis. Their advisor will determine if we will accept any credits, the maximum being 6 credits.
Transfer religion requirements
Procedure for transfer credit.

Maximum credits from earned degree/unearned degree Maximum credits from internal versus external coursework.
*Dean and academic program approval required. A maximum of 12 credit hours taken as a graduate transient may be applied to a graduate degree program at the discretion of the appropriate academic dean.
Transfer credit is permitted in only one graduate degree program, not all.