



MassTransfer

Policy and Implementation Guidelines

Last Updated: December 2, 2022

Massachusetts Department of Higher Education *MassTransfer* Policy and Implementation Guidelines

Preamble: Chapter 15A, Section 9 (v) of the General Laws of Massachusetts includes within the powers and duties of the Board of Higher Education to “develop and implement a transfer compact for the purpose of facilitating and fostering the transfer of students without the loss of academic credit or standing from one public institution to another.”

In June 2008, the Board of Higher Education accepted the Final Report from the Commonwealth Transfer Advisory Group which included a new statewide transfer policy: *MassTransfer*. *MassTransfer* seeks to provide a broad population of students with straightforward and understandable options toward the completion of associate and baccalaureate degrees, clearing the way for student access and student success in Massachusetts’ public higher education system.

MassTransfer has two main purposes:

- to provide community college students who complete approved **associate degrees under *MassTransfer*** with the benefits of the full transfer and applicability of credit, guaranteed admission, and a tuition waiver/credit (each benefit based on the student’s final grade point average) to linked baccalaureate programs; and
- to provide any student in the Massachusetts public higher education system the intermediate goal of completing a portable transfer block (“**General Education Foundation**”) which satisfies general education/distribution/core requirements across institutions (with the receiving institution able to add no more than six additional credits/two courses).

MassTransfer integrates and replaces the Commonwealth Transfer Compact, Joint Admissions, and the Tuition Advantage Program as of fall 2009. Community college students who matriculated prior to fall 2009 and who choose to continue in the Commonwealth Transfer Compact and/or Joint Admissions Program will be required to complete their associate degrees by August 2013 and must matriculate at a Massachusetts state university or University of Massachusetts campus by fall 2014.

Students matriculating in fall 2009 as well as currently enrolled students may accumulate courses leading toward the completion of an approved associate degree under *MassTransfer* or the *MassTransfer* Block. The policy benefits will apply to students who complete either an approved associate degree or the *MassTransfer* Block beginning fall 2010, regardless of initial date of enrollment.

A student seeking readmission as a matriculated student to an institution previously attended—whether on a full-time or part-time basis—is held to the receiving institution’s readmission policies. However, if eligible for readmission, the receiving institution is strongly encouraged to honor the *MassTransfer* policy.

Beginning in the fall of 2012, the Department of Higher Education (DHE) embarked on a project to expand the *MassTransfer* program to include several new initiatives. DHE’s report entitled “Creating a Unified System of Transfer for the Commonwealth of Massachusetts,” issued in September 2014, formally expressed the early goals of that expansion. As a result of these new initiatives, the *MassTransfer* Policy and Implementation Guidelines require revision and reorganization. The Policy and accompanying Guidelines follow.

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Students with Documented Disabilities, November, 2022: Institutions are required to provide adjustments to the educational programs of students with documented disabilities with the goal of ensuring that they do not discriminate on the basis of disability (U.S. Department of Education, Office for Civil Rights, *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*, 2007, <http://www2.ed.gov/about/offices/list/ocr/transition.html>). Institutions must determine appropriate academic adjustments based on each individual student's needs. Institutions do not need to lower or substantially modify essential academic requirements, nor do they have to make modifications that would fundamentally alter the nature of a service, program, or activity or that would result in undue financial or administrative burdens. Institutions are encouraged to review the "Rights of Massachusetts College Age Students with Disabilities," prepared by the Mental Health Legal Advisors Committee (MHLAC), June, 2012 (<https://mhlac.org/>) and to make appropriate accommodations for students with documented disabilities in any of the *MassTransfer* programs, where warranted.

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General Education Foundation	
<p>A. Standard Components: A student completing the General Education Foundation, formerly known as the <i>MassTransfer</i> Block, will have earned the following 34 credit hours outlined below, exclusive of developmental coursework. The Gen Ed Foundation is to be considered as representing a breadth of knowledge and set of student learning outcomes that is comparable to the receiving institution’s general education/distribution/core requirements.</p> <p style="padding-left: 40px;">English Composition/Writing 6 credit hours Behavioral and/or Social Sciences 9 credit hours Humanities and/or Fine Arts..... 9 credit hours Natural and/or Physical Science 7 credit hours Mathematics/Quantitative Reasoning 3 credit hours Total 34 credit hours</p> <p>B. STEM Components: A student completing the General Education Foundation for Science, Technology, Engineering and Mathematics (STEM) programs will have earned the following 28 credit hours outlined below, exclusive of developmental coursework.</p> <p style="padding-left: 40px;">English Composition/Writing 6 credit hours Behavioral and/or Social Sciences 6 credit hours Humanities and/or Fine Arts..... 6 credit hours Natural and/or Physical Science 7 credit hours Mathematics/Quantitative Reasoning 3 credit hours Total 28 credit hours</p> <p>The 28-credit STEM Gen Ed Foundation is intended to only affect students in A2B Pathways in STEM disciplines, whether they were A2B Linked, A2B Mapped, or A2B Additional pathways (see II.A. below). The 28-credit STEM Gen Ed Foundation does not have stand-alone <i>MassTransfer</i> benefits like the 34-credit Gen Ed Foundation outside of the STEM pathways, but it does allow community college students to take more STEM courses while earning their associate degrees.</p> <p>The 28-credit STEM Gen Ed Foundation should replace the 34-credit Gen Ed Foundation in A2B Mapped Pathways, in STEM disciplines, such as Computer Science and Engineering.</p> <p>The sending institution must certify completion of the STEM Gen Ed Foundation. Massachusetts public higher education receiving baccalaureate institutions may require the student to complete no more than 12 credits/four general education courses for students with the 28-credit Foundation and will determine which credits/courses shall be required.</p>	<p>Completion of the Gen Ed Foundation does not guarantee admission to an institution or program.</p> <p>The sending institution is responsible for calculating the student’s grade point average for the purposes of determining whether the student meets the requirements of the 34-credit Gen Ed Foundation or the 28-credit STEM Gen Ed.</p> <p>It is exceedingly important, for assessment purposes, for sending institutions to designate completion of the 34-credit Gen Ed Foundation or the 28-credit STEM Gen Ed. The sending institution will designate the student’s transcript as “Gen Ed Foundation Complete” or STEM Gen Ed Complete.</p> <p>If the receiving institution allows “D” (1.0), excluding “D-“(.70), grades to count toward fulfillment of general education/distribution/core requirements or for prerequisite requirements for non-transfer students, it will do so for <i>MassTransfer</i> students as well.</p> <p>If a student presents credits beyond the Gen Ed Foundation requirements, the receiving institution may, but is not required, to accept additional credits for transfer.</p> <p>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.</p> <p>If the student subsequently transfers to more than one public or independent higher education institution, the student retains Gen Ed Foundation completion status.</p>

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<p>C. Benefits: Students completing the 34-credit General Education Foundation or the 28-credit STEM Gen Ed Foundation (exclusive of developmental coursework) with a 2.0 or higher grade point average, excluding “D-“ (.70) grades, will be entitled to the following benefit: Satisfies the general education requirements at the receiving institution with the receiving institution able to add no more than six additional credits/two courses for students with the 34-credit Foundation and no more than 12 credits/four courses for students with the 28-credit Foundation, in compliance with the New England Association of Schools (NEASC) and Colleges’ Standards for Accreditation. This will apply when the receiving institution already places these requirements on its native students and will determine at its discretion which credits, if any, shall be required. Students enrolled in a specific major or degree program may be required to take additional courses if these courses are specifically required for the major or program and are required of native students.</p> <p>Note 1: College-level course credits consistent with the standards set forth in the Undergraduate Experience recommendations are included under <i>MassTransfer</i>. Credits awarded by the sending institution through CLEP, challenge examinations, and credit for prior learning shall be included when a student qualifies under <i>MassTransfer</i>.</p> <p>Note 2: The 28-credit STEM Gen Ed Foundation applies only to the A2B Linked, A2B Mapped and A2B Additional pathways (see II.A. below) in STEM disciplines.</p> <p>Note 3: In special circumstances, community colleges, state universities and University of Massachusetts campuses may provide transfer students <i>MassTransfer</i> benefits not ordinarily available to them, when doing so would be in the best interests of students, provided they do not contradict the spirit of the <i>MassTransfer</i> Policy and are agreed to by campus representatives.</p>	<p>The sending institution is responsible for evaluating non-traditional college-level credits and for indicating such credits on the <i>MassTransfer</i> student’s transcript information in a clear manner. Grades of Pass (P), Satisfactory (S) or similar grades will transfer only when official transcripts indicate that such grades are equivalent to a grade of C or higher. (See A.4.d. on page 24.)</p> <p>Receiving institutions will honor the awarding of non-traditional college-level credits as determined by the sending institution for students who transfer with the completed General Education Foundation. The transfer of all other non-traditional credits outside the Gen Ed Foundation will be honored at the discretion of the receiving institution.</p> <p>Students who transfer into a Massachusetts community college, state university or University of Massachusetts campus with a bachelor’s degree earned at another public state university or University of Massachusetts campus are considered to have fulfilled the general education requirements of the receiving institution.</p>

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<p>Program Alignments</p>	
<p>A. Types: Each associate degree program under <i>MassTransfer</i> is classified as one of the following types of programs at the Massachusetts state universities or University of Massachusetts campuses:</p> <ol style="list-style-type: none"> 1. A2B Linked Pathways (formerly known as <i>MassTransfer</i> Agreements); 2. A2B Mapped Pathways and A2B Mapped Liberal Arts; 3. A2B Additional Pathways (formerly known as Additional Transfer Agreements); or 4. Special Mission Institution Mapped Pathways. <p>The list of eligible associate degree programs under <i>MassTransfer</i> will be available at www.mass.edu/masstransfer.</p>	<p>Linked Pathways are community college associate degree programs determined by the state universities and UMass campuses as meeting eligibility requirements. Eligibility may be impacted by substitutions or exemptions to the approved associate degree curriculum.</p> <p>Mapped Pathways are community college associate degree programs that meet the requirements established by Segmental Leaders in the respective academic disciplines.</p>

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<p>B. A2B Linked Pathways: A student completing a linked associate degree program under <i>MassTransfer</i> will have graduated with a minimum of 60 credit hours and will have completed the 34-credit General Education Foundation, exclusive of developmental coursework. Students who complete an A2B Linked Pathway may transfer to a state university or UMass campus as a junior in the corresponding major program of study.</p>	<p>Linked Pathways can be proposed by either sending or receiving institutions.</p> <p>Negotiation of linked pathways happens between institutions and maps are not published on the <i>MassTransfer</i> Webpage.</p>
<p>C. A2B Mapped Pathways: Mapped associate degree programs are referred to as A2B (associate to bachelor's degree) mapped pathways. A student completing an A2B Mapped Pathway under <i>MassTransfer</i> will have graduated with a minimum of 60 credit hours and will have completed the 34-credit General Education Foundation or the 28-credit STEM Gen Ed Foundation, exclusive of developmental coursework, and the Foundational Courses identified for each academic discipline. Students who complete an A2B Mapped Pathway will transfer to a state university or UMass campus as a junior in the corresponding major program of study.</p>	<p>A2B Mapped Pathways are developed by a faculty member from each of the Segments of the Massachusetts Public Higher Education System. s from all 28 Massachusetts institutions of public higher education (excluding the University of Massachusetts Medical School) that offer the particular academic program.</p> <p>The Massachusetts Department of Higher Education (DHE) hosts a fall conference at which these faculty members identify the foundational courses all students need to complete within their discipline during the first two years/60 credits of study to succeed at Massachusetts state universities and University of Massachusetts campuses. Foundational courses are those that are offered amongst the three different segments and establish the core coursework that is recommended for students to complete during their first two years of study in a given discipline</p> <p>Segmental leaders (from a community college, a state university and a University of Massachusetts campus) solicit syllabi and collate core topics of the foundational courses identified.</p> <p>DHE convenes the faculty members a second time during the Spring semester to agree on the core topics of each foundational course. Courses that cover the core topics become part of a statewide equivalency for each foundational course.</p> <p>Each community college determines which of its academic programs fulfills the requirements of each pathway. Community colleges may have multiple programs fulfilling a single pathway or may have no programs fulfilling a pathway.</p> <p>DHE develops full 60-credit A2B Mapped Pathways from each community college to each state university and University of Massachusetts campus in collaboration with faculty. These maps are vetted by the institutions before being posted on the <i>MassTransfer</i> website.</p> <p>A2B Mapped Pathways apply to all Massachusetts public higher education institutions that offer degrees in the corresponding academic area.</p>

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<p>D. A2B Additional Pathways: Associate degree programs that do not qualify for <i>MassTransfer</i> but have articulation agreements with programs at state universities and University of Massachusetts campuses that guarantee admission and full transfer and applicability of credits to the baccalaureate degree are referred to as “A2B Additional Pathways,” formerly referred to as “Additional Transfer Agreements (ATA).”</p> <ol style="list-style-type: none"> 1. A student completing an associate degree program through an A2B Additional Pathway will have graduated with a minimum of 60 credit hours, exclusive of developmental coursework. 2. A student completing an associate degree who seeks admission to a baccalaureate program through an A2B Additional Pathway will be entitled to the same benefits as other <i>MassTransfer</i> students (see II.F. below) based upon the final cumulative grade point average at the community college awarding the degree. 3. Credits transferred, but not applied to specific degree requirement, will be used to fulfill other requirements within the 120-128 credits required for a bachelor’s degree. 	<p>A2B Additional Pathways (formerly known as Additional Transfer Agreements/ATAs) typically are developed between a single community college and a single state university or University of Massachusetts campus in academic areas that are not covered by A2B Linked Pathways or A2B Mapped Pathways. The individual institutions involved determine the terms of A2B Additional Pathways. A2B Additional Pathways apply only to those institutions involved in creating them.</p>
<p>E. Special Mission Institution Mapped Pathway: Pathways have been created for special mission institutions—the Massachusetts College of Art and Design and the Massachusetts Maritime Academy—that do not include 60 credits or an associate degree. A student completing a Special Mission Institution Mapped Pathway for transfer to the Massachusetts College of Art and Design will have completed a 30-credit mapped pathway, exclusive of developmental courses. A student completing a Special Mission Institution Mapped Pathway for transfer to the Massachusetts Maritime Academy will have completed a 45-credit mapped pathway, exclusive of developmental courses.</p>	<p>Special Mission Institution Mapped Pathways are developed by faculty at the Massachusetts College of Art and Design and the Massachusetts Maritime Academy in collaboration with faculty at community colleges that offer appropriate preparatory coursework. These pathways apply to all students attending Massachusetts community colleges transferring to either the Massachusetts College of Art and Design or the Massachusetts Maritime Academy. Students in these pathways do not earn associate degrees before transferring but may earn associate degrees through Reverse Transfer.</p> <p>Disciplines with Special Institution Mapped Pathways are: <i>Massachusetts College of Art and Design:</i> Animation, Architectural Design, Art Education – Art Teacher, Art Education – Community Education, Art Education – Studio Art, Fashion Design, Fibers, Film/Video, Graphic Design, History of Art, Illustration, Industrial Design, Jewelry/Metalsmithing, Painting, Photography, Sculpture, Studio & Interrelated Medio, and Three-Dimensional Minor <i>Massachusetts Maritime Academy:</i> Emergency Management, Energy Systems Engineering, Facilities Engineering, International Maritime Business and Marine Safety & Environmental Protection</p>

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<p>F. Benefits: A student completing an associate degree who seeks admission to a linked or mapped baccalaureate program under <i>MassTransfer</i> will be entitled to the following benefits based upon the final cumulative grade point average at the community college awarding the degree:</p> <ol style="list-style-type: none"> 1. For a student with a final cumulative grade point average of a 2.0 or higher: <ol style="list-style-type: none"> a. Waives the admissions application fee, essay, and letter(s) of recommendation. b. Guarantees the full transfer of college-level credits, including “D” grades, but excluding D- (.70) or lower, applied to the degree requirements of the linked or mapped baccalaureate degree or school at the state university or University of Massachusetts campus such that the <i>MassTransfer</i> student will be required to complete no more credits or courses than a native student with the following stipulations: <ol style="list-style-type: none"> i. The student changes his or her major. ii. If the linked or mapped baccalaureate program requires a higher grade point average or specific courses for the major which are required of native students, the <i>MassTransfer</i> student must meet these requirements. 2. For a student with a final cumulative grade point average of a 2.5 or higher: <ol style="list-style-type: none"> a. Grants all of the benefits outlined in section II.E.1. above. b. Guarantees admission to the linked or mapped baccalaureate degree or school at a Massachusetts state university or University of Massachusetts campus with the following stipulations: <ol style="list-style-type: none"> i. If the linked or mapped baccalaureate program requires a higher grade point average which is required of native students, the <i>MassTransfer</i> student must meet this requirement. ii. If because of space or fiscal limitations the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for <i>MassTransfer</i> applicants as it does for its native students. iii. Students must be in good academic, fiscal, conduct, and 	<p>The GPA on the student’s final transcript will be used for the purposes of determining whether the student meets the requirements of <i>MassTransfer</i>. Receiving institutions need not recalculate the grade point average.</p> <p>Students may continue to take courses at—but may not matriculate into—any other public or private higher education institution after completion of the associate degree and before matriculating into the linked or mapped baccalaureate program.</p> <p>If the program or major the <i>MassTransfer</i> student wishes to enter requires a higher cumulative grade point average than the 2.0 specified by <i>MassTransfer</i>, or has other special requirements for admission for non-transfer students, <i>MassTransfer</i> students should be held to the same expectations.</p> <p>“Full transfer” ensures that a minimum of 60 credits must be transferred and applied to the baccalaureate program, when student complete A2B Linked, A2B Additional and A2B Mapped pathways. The baccalaureate degree granting institution must ensure that <i>MassTransfer</i> students complete no more or fewer credits or courses than non-transfer students complete.</p> <p>If a <i>MassTransfer</i> community college student presents credits beyond the associate degree requirements, the receiving institution may, but is not required, to accept additional credits for transfer.</p> <p>If the receiving institution allows “D” (1.0) grades to count toward fulfillment of graduation requirements or prerequisites for non-transfer students, <i>MassTransfer</i> students should be held to the same expectations.</p> <p>The acceptance of “D” (1.0) grades in courses that go beyond the minimum 60 transfer credits will be at the discretion of the receiving institution.</p> <p>The receiving institution will interpret the “change of major” provision for <i>MassTransfer</i> students in the same way as it does for non-transfer students.</p> <p>If a program or major requires a higher cumulative grade point average than the 2.5 specified by <i>MassTransfer</i>, or has other special requirements for admission, <i>MassTransfer</i> students are to be held to the same standard as non-transfer students.</p> <p>Admission may be deferred to a subsequent semester due to unanticipated</p>

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<p>disciplinary standing or status with all previous institutions.</p> <p>iv. If an applicant has a criminal history, admission may not be guaranteed.</p> <p>3. For a student with a final cumulative grade point average of a 3.0 or higher:</p> <p>a. Grants all of the benefits outlined in sections II.E.1. and II.E.2. above.</p> <p>b. Guarantees a tuition waiver/credit equal to 100% of the Massachusetts resident tuition rate at a state university or University campus for two years of undergraduate enrollment with the following requirements:</p> <p>i. Enrollment is continuous at the state university or University campus.</p> <p>ii. The student earns a cumulative grade point average of a 3.0 or higher for the first year of enrollment at the state university or University of Massachusetts campus.</p> <p>Note: For students demonstrating compelling hardships, institutions may exercise professional judgment regarding the above conditions.</p>	<p>space limitations at the discretion of the receiving institution.</p> <p>Special Note: The same tuition waiver/credit will be applied to A2B Linked Pathways, A2B Additional Pathways, A2B Mapped Pathways/A2B Mapped Lib Arts, and Special Mission Institution Pathways at state universities and University of Massachusetts campuses that guarantee admission and full transfer and applicability of credits to the baccalaureate degree.</p> <p>To receive the tuition waiver/credit, students must matriculate within one year after receipt of the associate degree (for A2B Linked, A2B Additional and A2B Mapped pathways) or completion of the 30-credit Special Mission Institution Pathway to the Massachusetts College of Art and Design or the 45-credit Special Mission Pathway to the Massachusetts Maritime Academy.</p> <p>If a student has completed all degree requirements, but the community college does not award associate degrees in that semester, an official letter should accompany the transcript certifying the student has completed all degree requirements.</p> <p>To receive the tuition waiver/credit, students must matriculate into state-funded academic programs. Because evening, weekend, summer and other “continuing education” programs are not state-funded, students matriculating into those programs will not receive the tuition waiver/credit.</p> <p>Non-Massachusetts residents (out-of-state and international students) are eligible for the tuition waiver/credit. They receive the dollar equivalent tuition waiver/credit that a Massachusetts resident would receive. Part-time students are eligible for the tuition waiver/credit, provided they matriculate into state-funded programs. Their waiver is based on the number of credits in which they enroll.</p> <p>To receive a tuition waiver/credit for the second year, students must have earned a cumulative 3.0 grade point average at the end of the second semester. Failure to achieve a 3.0 cumulative grade point average at the end of the second semester negates a student’s eligibility for the tuition waiver/credit in either of the next two semesters.</p> <p>The tuition waiver/credit can be applied for a maximum of two years (four semesters), regardless of whether the student is attending on a full- or part-time basis.</p>

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	<p>In special circumstances, students may appeal to their state universities or University of Massachusetts campuses for extensions of the maximum of two years (four semesters) of eligibility for the tuition waiver/credit. Criteria for granting an appeal are at the sole discretion of the state university or University of Massachusetts campus. No more than two appeals will be granted. Institutions will identify and notify students of the person to whom appeals should be directed on their campuses. Appeals can only be granted while a student is enrolled at a state university or University of Massachusetts campus.</p> <p>Each student file needs to contain documentation that the student is eligible for the tuition waiver/credit. Each campus may define the type of documentation necessary for the student file. With approval from the Department of Higher Education, maintaining verification lists of students' eligibility at each campus in both the Bursars and Financial Aid offices will be considered adequate documentation.</p> <p>In 2022, the Massachusetts community colleges and the University of Massachusetts President's Office implemented an agreement on the treatment of dual enrollment/early college students who earn their high school diplomas and associate's degrees simultaneously and transfer to a University of Massachusetts campus. The agreement stipulates that students in good academic standing (minimum 2.0 GPA on college transcript) with at least 45 credits at the time of application will be considered <i>MassTransfer</i> students with all attendant benefits. Massachusetts state universities are encouraged to extend the same benefits to Massachusetts community college students transferring to their institutions as well.</p>

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MassTransfer Tuition Waiver/Credit Program:

Definitions

Institution: Any two-year or four-year institution within the system of public institutions of higher education under Section 5 of Chapter 15A of the General Laws.

Eligible Program: Any state-supported undergraduate degree program offered by an institution. Institutions are encouraged, where appropriate, to extend waiver eligibility to students enrolled in non-state-supported degree programs.

Eligible Student: A student enrolled in a state university or University who has completed one of the following:

- An associate degree at a public community college approved under the *MassTransfer* program;
- *MassTransfer* Pathways map; or
- An associate degree under an Additional Transfer Articulation Agreement program.

Satisfactory Academic Progress: The student must maintain satisfactory academic progress according to institutional standards developed for academic programs with at least an annual review and meet the minimum required 3.0 Grade Point Average (GPA) for continued eligibility.

Bachelor's Degree: Students who previously have earned a baccalaureate or professional degree are not eligible for the waiver.

Tuition: The sum of money charged every student for teaching or instruction by a college or university, excluding fees that are not mandatory. *Fees:* The sum of money charged for attendance by a college or university other than tuition, which may be mandatory or optional. UMass Amherst considers its mandatory fees as part of its tuition.

Waiver: The portion or amount of tuition and/or fees that a state university intentionally does not charge a student for attendance.

Credit: The portion or amount of tuition and/or fees that a University of Massachusetts campus allows a student to apply to future charges.

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Student Award Value

Eligible students under the *MassTransfer* Tuition Waiver/Credit Program will be entitled to a tuition waiver/credit equal to 100 percent of the Massachusetts resident tuition at a state university or a tuition credit equal to 100 percent of the Massachusetts resident tuition at a University of Massachusetts campus for two (2) consecutive years after transfer. Students must matriculate within a year after receipt of the associate degree. The tuition waiver/credit for the second year of matriculation is contingent upon the student maintaining a cumulative 3.0 grade point average for the first two semesters of enrollment at the state university or University of Massachusetts campus. Students whose cumulative grade point average falls below 3.0 as a result of a grade earned during an intersession or summer term will become ineligible.

Participation Agreement:

All institutions must file a State Financial Aid Participation Agreement to be maintained on file in the Massachusetts Office of Student Financial Assistance.

Audit Requirements:

The Commissioner shall require each state university and University of Massachusetts campus to furnish, annually by August 31, a report detailing the number and characteristics of *MassTransfer* Tuition Credit recipients for the previous academic year. All financial books, records and documents pertaining to this program shall at all reasonable times be opened to inspection, review and audit by the Commissioner, the State Auditor or their authorized representatives who shall have access to the premises wherever such books, records and documents are located. The institutions shall retain such financial books, records and documents for seven years. An institution may retain records for a period of five years if approval is received from the Records Conservation Board in accordance with General Laws, Chapter 30, Section 42. XII. 3.

Appeal Process (subject to approval by the Massachusetts Board of Higher Education):

An institution may not grant an exception to the *MassTransfer* Tuition Waiver/Credit Program student eligibility requirements. In rare and extenuating circumstances, the Commissioner or the Commissioner's designee may permit an exception to the above eligibility requirements and authorize in writing the institution to award the *MassTransfer* Tuition Waiver/Credit. In such cases, supporting documentation must be provided by the student and maintained by the institution and the Office of Student Financial Assistance. A student may appeal for an exception to the *MassTransfer* Tuition Waiver/Credit only once.

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Commonwealth Commitment	
Commonwealth Commitment policy is the Memorandum of Understanding establishing the program and the implementation guidelines are developed by its Advisory Board.	
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Reverse Transfer	
<p>A. Preamble: This Reverse Transfer Pathway is a component of the Commonwealth's <i>MassTransfer</i> Program, designed to make transfer from one Massachusetts public higher education institution to another easy for students. The <i>MassTransfer</i> Program includes the General Education Foundation (formerly the <i>MassTransfer</i> Block), academic transfer pathways (A2B Pathways), a course equivalency database (MAST), the Commonwealth Commitment (a discounted cost associate degree to bachelor's degree program) and this Reverse Transfer Pathway.</p> <p>B. Benefits: This Reverse Transfer Pathway affords the following benefits to students, institutions, employers and taxpayers across the Commonwealth of Massachusetts.</p> <ol style="list-style-type: none"> 1. Students who complete a reverse transfer associate degree gain an additional credential to include on their résumés. The degree enhances students' opportunities for employment, certifications, promotions and pay increases prior to completion of the bachelor's degree. 2. Students who complete a reverse transfer associate degree receive documentation of the academic work they have completed already in the event that their bachelor's degree study is interrupted. 3. Students who earn an associate degree in Massachusetts gain an estimated net income of over \$250,000 (averaging more than \$6,000 a year) from 40 years of employment compared with students who earn only a high school diploma. 4. Students gain the opportunity to earn an associate degree, while working on a bachelor's degree, without requiring any additional time or expense. 5. Students working on a reverse transfer associate degree benefit from state universities and UMass campuses waiving transcript fees and community colleges waiving graduation fees. 6. Community colleges enhance their retention and graduation rates by affording students a reverse transfer option. 7. Employers gain the opportunity to hire and advance more highly qualified employees. 8. Taxpayers in Massachusetts gain an estimated income of more than \$68,000 from taxes of associate degree wage earners over the course of their work lives compared with students who earn only a high school diploma. 	<ol style="list-style-type: none"> 1. DHE develops an online reverse transfer participation form located on the <i>MassTransfer</i> website. <ol style="list-style-type: none"> a. Provides an opt-in option for interested students. b. Authorizes four-year institutions and community colleges to exchange information in compliance with FERPA regulations. c. Includes the following student information: <ol style="list-style-type: none"> (1) Student's name (2) Student's former name (if any) (3) Student's date of birth (4) Student's current postal address (5) Student's email address (6) Student's community college (7) Student's community college identification number (8) Student's intended transfer state university or University of Massachusetts campus. d. DHE will send an automated confirmation email message to students who submit their participation forms. 2. DHE develops a database of students who have opted into the Reverse Transfer Program <ol style="list-style-type: none"> a. Database must be password-protected and secure. b. Database must allow access to appropriate personnel at all community college, state university and undergraduate UMass campuses. c. Database allows appropriate campus personnel to indicate students who meet eligibility requirements and students who graduate through Reverse Transfer. 3. DHE develops a clear and concise description of the Reverse Transfer program and benefits for students, including a reference to the Reverse Transfer online participation form at the

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C. **Guidelines:** This Reverse Transfer Pathway establishes the following general guidelines for students, community colleges, state universities and UMass campuses across the Commonwealth.

1. Students must have matriculated into an associate degree program at the community colleges from which they transfer (the community college most recently attended) to the state universities or UMass campuses.
2. Students must be in good financial standing at both the community colleges and the state universities or UMass campuses.
3. Students must have earned at least 30 college-level credits (excluding developmental courses and transfer credit) at the community colleges from which they transfer before matriculating at the state universities or UMass campuses.
4. Students must have earned a cumulative grade point average of 2.00 or higher at the community colleges from which they transfer. The cumulative grade point average of 2.0 or higher at the community college is exclusive of developmental coursework.
5. Students must not have earned associate degrees before matriculating at a state university or UMass campus.
6. Students must complete the associate degree requirements of the program in progress at the time of transfer or a Liberal Arts/General Studies program.
7. Students must earn grades on courses taken at the state universities and UMass campuses sufficient to meet community college transfer credit minimum grade requirements.
8. Students will not receive *MassTransfer* benefits after completing their associate degree requirements at a four-year institution, unless the university explicitly offers these benefits to reverse transfer students.
9. State universities and UMass campuses will waive transcript fees, if they charge them. For institutions that use the National Student Clearinghouse or other e-transcript provider for electronic transcripts, students will be required to pay the convenience fee.
10. Community colleges will waive graduation fees.
11. Community colleges, state universities and UMass campuses will include information about this Reverse Transfer Pathway in their print and online publications.

D. **Implementation:** Following approval of this agreement by the Massachusetts Board of Higher Education, the Department will work over the 2016-2017 academic year with registrars and others at the community colleges, state universities and University of Massachusetts campuses to develop implementation procedures for this Reverse Transfer Pathway. In addition, the Department will design and produce appropriate promotional materials for campuses to use.

MassTransfer website. DHE recommends the following common language to describe Reverse Transfer in the transfer admission process at the state universities and UMass campuses:

Reverse Transfer:

Transfer students who transfer from a Massachusetts community college and have completed at least 30 college-level credits at a Massachusetts community college, but not yet earned their associate degrees, may be able to transfer credits earned at [insert state university or UMass campus name] to fulfill their associate degree requirements. The program is called “Reverse Transfer” and students can find more information and complete the Participation Form by visiting

<http://www.mass.edu/masstransfer/tools/rt/RtApplication.asp>.

4. DHE develops a marketing strategy and materials, both print and online.
5. State universities and UMass campuses develop Reverse Transfer Information developed in item 3 above added to the four-year transfer admission process.
 - a. Describes Reverse Transfer program and benefits to students.
 - b. Refers students to Reverse Transfer online participation form at *MassTransfer* website.
6. DHE develops reports from the password-protected, secure database for community colleges, state universities and UMass campuses to use to review eligibility and communicate with students.
7. Community colleges access the password-protected, secure database, review lists of students who have opted into the Reverse Transfer Program and indicate students who do not meet eligibility requirements. Students must have:
 - a. Earned at least 30 credits at the community college
 - b. Not earned an associate degree
 - c. Have a cumulative grade point average of 2.00 or higher

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	<ol style="list-style-type: none">8. Community colleges send introductory letter or email messages to eligible students.9. State universities and UMass campuses access the password-protected, secure database and send transcripts of all eligible students to the community colleges.10. Community colleges complete degree audits and notify students of their graduation status.11. Community colleges access the password-protected, secure database and indicate students who have earned their associate degrees.12. Advising for associate degrees will be the responsibility of the community colleges; advising for the bachelor's degrees will be the responsibility of the four-year institutions.13. DHE collects annually from password-protected, secure database information about Reverse Transfer activity.<ol style="list-style-type: none">a. The number of students by institutions who opted into Reverse Transferb. The number of students by institutions who met eligibility requirements for Reverse Transfer.c. The number of students by institutions who graduated with associate degrees through Reverse Transfer.14. DHE convenes annually a meeting of representatives from the community colleges, state universities and UMass campuses to:<ol style="list-style-type: none">a. Review the Reverse Transfer Agreement and recommend changes when warranted; andb. Review the operation of the Reverse Transfer Implementation Guidelines and recommend changes when warranted.15. Community colleges, state universities, UMass campuses and DHE review and update information about Reverse Transfer in print and online publications.16. This policy does not preclude community colleges from allowing students to complete their degree with less than 30 credits earned at the community college or to establish reverse transfer
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<p>E. Review:</p> <ol style="list-style-type: none"> 1. The Department annually will convene a meeting of registrars and others from the community colleges, state universities and UMass campuses to: <ol style="list-style-type: none"> a. Review the reverse transfer guidelines and recommend changes when warranted; and b. Review the operation of the reverse transfer implementation procedures and recommend changes when warranted. 2. The community colleges, state universities, UMass campuses and Department annually will review and update information about this Reverse Transfer Pathway in their print and online publications. 	<p>arrangements with private institutions.</p>
<p>F. Effective Date: This Reverse Transfer Pathway will be implemented during the 2017-2018 academic year. Therefore, the implementation procedures must be developed sufficiently in advance to enable implementation no later than September 2017.</p>	

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Transfer Principles

Community Colleges

Preamble

The community colleges of the Commonwealth of Massachusetts, in order to ease and clarify the process of transferring earned credit from one college to another, whether among themselves or from other public or private institutions; to provide standards for the evaluation of alternative sources of credit; to reduce the time and cost of completing a college education; and to increase the opportunities for graduation of their students, establish this common transfer policy. This policy respects the academic standards, quality and integrity of each of the Massachusetts community colleges.

Massachusetts Department of Higher Education *MassTransfer Policy and Implementation Guidelines*

Introduction

In accepting undergraduate transfer credit from other institutions, the Massachusetts community colleges apply this policy to ensure that credit accepted reflects appropriate levels of academic quality and is applicable to students' programs. Each community college makes this policy publicly available to students and prospective students on their websites and other communications. This policy reduces unnecessary barriers to protect the colleges' academic quality and integrity. This policy addresses issues of academic credit earned through coursework completed at one institution and transferred to another. It also addresses the related issue of credit earned through alternative sources of credit, such as examinations, professional courses, military training and other prior learning experiences.

The Department of Higher Education has no state policy prohibiting institutions from awarding and accepting in transfer college-level academic credit for English Language Learner (ELL), English as a Second Language (ESOL), or any similar courses. Institutions are encouraged to consider the "Position Statement on Credit and Transfer of Community College Academic ESL Courses" of the Massachusetts Association of Teachers of Speakers of Other Languages (MATSOL), which includes the following:

In accordance with the [TESOL Position on Academic and Degree-Granting Credit for ESOL Courses in Post-Secondary Education](#), and consistent with the [Board of Higher Ed Strategic Plan on Equity \(mass.edu\)](#), MATSOL advocates that academic ESL courses carry degree-granting credit and be accepted for transfer at four-year institutions of higher education. Community colleges should award Elective credit (Humanities, Liberal Arts, General or other transferable graduation credit) and four-year institutions should uniformly accept that credit. Rigorous academic ESL courses are no different from other college language courses in terms of content, critical thinking skills, and culturally-responsive pedagogy.

English Language Learner (ELL) and English for Speakers of Other Languages (ESOL) courses are offered as both college-level and developmental-level across the state. Where they are offered as college-level courses, they should be treated as any other college-level course, and not treated as developmental.

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1. General Conditions

- a. For credit to transfer, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States or, when allowed by college practice, by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). Consult your college about any special requirements for online courses.
- b. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer.
- c. Colleges require official transcripts from the institutions where credit was earned for credit to transfer.
- d. Students must be accepted by the institution and have declared their major programs of study for credit to be transferred.
- e. At minimum credit will be granted for courses that apply to students' current programs of study.
- f. Once credit is transferred it becomes part of students' permanent records.
- g. Only credit for college-level coursework will transfer.
- h. Credit for pre-college-level or developmental coursework does not transfer.
- i. Colleges may choose to use developmental coursework for student placement purposes.
- j. Grades do not transfer; only credit transfers. Therefore, transfer credit grades are not used in calculating grade or quality point averages. Consult your college for any exceptions.
- k. Transfer credit is designated on transcripts with an appropriate letter or symbol in the grade field.
- l. Credit will transfer as (1) the course equivalent at the receiving institution, if it exists, or (2) as an elective equivalent within a comparable department, if it exists. Some colleges transfer credit with an appropriate transfer code and number, when neither the course equivalent, nor a comparable department, exists.
- m. Credits earned in a quarter-hour system will be converted to semester-hour equivalents.
- n. Audited coursework does not transfer.
- o. Credit will not be granted for duplicate coursework or for two courses that cover the same or similar content.

2. Minimum Grades

- a. Most colleges require a minimum grade of C (2.00 on a 4.00 scale) or higher for courses and credits to transfer. Some colleges will accept grades of C- or higher for transfer.
- b. Grades of D, D+, C- and CD (1.00 to 1.99 on a 4.00 scale) may transfer if they are for courses that are part of the 34-credit General Education Foundation and students have completed the Block with a cumulative grade or quality point average of 2.00 or higher.
- c. Grades higher than C (2.00) may be required for admission to certain programs, for use as pre-requisite courses and for application of credit to certain program requirements. The colleges will publish the higher standards and the programs to which these higher standards apply.
- d. Grades of Pass (P), Satisfactory (S) or similar grades will transfer only when official transcripts indicate that such grades are equivalent to a grade of C or higher.

3. Residency Requirement/Maximum Transfer Credit Allowed

Institutions require students to complete at least one quarter (25%) of the credits of the first associate degree at that institution in order to graduate (referred to as the residency requirement). Transfer of up to the remaining three-quarters of the credits will depend upon the associate degree program's requirements and elective options. Requirements for a second and subsequent degree vary depending on institutions' practices. The number of credits transferable toward a certificate program varies by college and certificate.

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4. Alternative Sources of Credit

- a. Credit will be granted for satisfactory scores on Advanced Placement (AP) examinations based on institutions' policies.
- b. Credit will be granted for satisfactory scores on College-Level Examination Program (CLEP) examinations based on institutions' policies.
- c. Official score reports from the College Board are required in order to receive credit for AP and CLEP.
- d. Credit will be granted for satisfactory scores on challenge or credit examinations based on institutions' policies.
- e. Credit may be granted for formal courses or examinations offered by various organizations, including businesses, unions, government and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT).
- f. Credit also may be granted for learning from experience at work, volunteering in the community, military service, job training, independent reading, open source courseware study, and hobbies based on the Prior Learning Assessment (PLA) standards of the Council for Adult and Experiential Learning (CAEL).
- g. Members of the Servicemembers Opportunity Colleges (SOC) Consortium adhere to the Consortium's Academic Residency Requirements for servicemembers at their institutions.
- h. Academic credits earned through the evaluation of military occupation, training, experience and coursework are transferable within the Massachusetts public higher education system in accordance with the Mass Transfer agreement.
- i. Credit granted by one institution from alternative sources other than that included by item H above may not transfer to another institution.

5. Time Limits

- a. Credit will be transferred without time limits, unless otherwise specified in college catalogs for specific courses or programs.
- b. Certain programs, courses or admission standards may require courses to be taken within a specified time period based on institutions' policies. The colleges will publish the programs, courses or admission standards with specified time limits.

6. Student Appeals

- a. Institutions maintain and publish a process for students to appeal decisions made about transfer credit.
- b. Institutions designate and publish the contact information of an ombudsperson who ensures institutional compliance with transfer policies and procedures.

7. Review and Amendment

- a. The community colleges will periodically review this policy and propose amendments with the guidance of the Department of Higher Education.
- b. This policy may be amended with the unanimous consent of the community colleges.

8. Contact

Interested parties with comments or questions may contact Art Esposito of the Department of Higher Education at 857-278-9280 or aesposito@dhe.mass.edu.

9. Adoption

- Endorsed by the Chief Academic Officers of the Massachusetts Community Colleges, December 13, 2013.
- Moved by Academic Affairs Committee of the Massachusetts Board of Higher Education, May 9, 2017
- Adopted by unanimous consent of the Massachusetts Board of Higher Education, June 20, 2017.

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State Universities

Preamble

The state universities of Massachusetts, in order to ease and clarify the process of transferring earned credit from one institution to another, whether among themselves or from other public/private institutions at the point of admission or reverse transfer; to provide standards for the evaluation of alternative sources of credit; to reduce the time and cost of completing a college education and to increase the opportunities for graduation of their students, establish these State University Transfer Principles. These Principles respect the academic standards, quality and integrity of each Massachusetts state university.

Massachusetts Department of Higher Education *MassTransfer Policy and Implementation Guidelines*

Introduction

In accepting undergraduate transfer credit from other institutions, the Massachusetts state universities apply these Transfer Principles to ensure that credit accepted reflects appropriate levels of academic quality and is applicable to students' programs. Each state university makes these Transfer Principles available to students and prospective students on their websites or through other communications. These principles reduce unnecessary barriers and protects the academic quality and integrity of each campus.

These Transfer Principles address issues of academic credit earned through coursework completed at one institution and transferred to another. They also address the related issue of credit earned through alternative sources of credit, such as examinations, professional courses, military training, and other prior learning experiences.

The Department of Higher Education has no state policy prohibiting institutions from awarding and accepting in transfer college-level academic credit for English Language Learner (ELL), English as a Second Language (ESOL), or any similar courses. Institutions are encouraged to consider the "Position Statement on Credit and Transfer of Community College Academic ESL Courses" of the Massachusetts Association of Teachers of Speakers of Other Languages (MATSOL), which includes the following:

In accordance with the [TESOL Position on Academic and Degree-Granting Credit for ESOL Courses in Post-Secondary Education](#), and consistent with the [Board of Higher Ed Strategic Plan on Equity \(mass.edu\)](#), MATSOL advocates that academic ESL courses carry degree-granting credit and be accepted for transfer at four-year institutions of higher education. Community colleges should award Elective credit (Humanities, Liberal Arts, General or other transferable graduation credit) and four-year institutions should uniformly accept that credit. Rigorous academic ESL courses are no different from other college language courses in terms of content, critical thinking skills, and culturally-responsive pedagogy.

English Language Learner (ELL) and English for Speakers of Other Languages (ESOL) courses are offered as both college-level and developmental-level across the state. Where they are offered as college-level courses, they should be treated as any other college-level course, and not treated as developmental.

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1. General Conditions

- a. Proof of high school graduation/GED/HiSet is required in many cases from those applying without an associate degree. Students should consult the state university of their choice regarding its policy. Those utilizing a State-approved transfer program, inclusive of *MassTransfer A2B Pathway* are not required to submit documentation of high school graduation/GED/HiSet.
- b. Submission of ACT/SAT scores for admission is required by many state universities. Some state universities qualify this requirement by applying it only when students have earned fewer than 24 college credits and have been out of high school fewer than three years. Students should consult the state university of their choice regarding its policy. Note: Students who complete a *MassTransfer A2B Pathway* are not required to submit ACT/SAT scores for admission.
- c. For credit to transfer, generally courses must have been taken at an institution accredited by one of the six (6) regional accreditation agencies in the United States or, when allowed by college/university practice by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). An institution may consider courses taken at a non-regionally-accredited institution on an individual basis. Students should consult the state university of their choice about any special requirements for on-line courses as well as its policy and process used in evaluating credit.
- d. Credit earned at international institutions will be considered only after an official review from the Center for Educational Documentation (CED), World Education Services (WES), or other comparable credential evaluation service. Students should consult the specific state university regarding its policy.
- e. Official transcripts from each institution at which students attempted one or more credit-bearing courses are required by each state university for credit to transfer. This includes international institutions and colleges/universities at which the student completed Dual Enrollment courses while still enrolled in high school.
- f. At minimum, credit will be granted for courses that apply to students' overall degree requirements. Transfer credit may need to be reviewed if students change their major programs of study post-matriculation.
- g. Once credit is transferred, it becomes part of students' permanent records. However, for students who choose to enroll in a course for which they already received credit in transfer, the transfer course will be removed.
- h. Only credit for college-level courses will transfer.
- i. Credit for developmental coursework does not transfer. Satisfactory completion of developmental coursework may result in students being cleared to register for college-level courses. Students should consult the state university of their choice regarding their specific policy.
- j. Credit, not grades, transfer in most cases. Grades of transfer courses are not utilized in calculating grade or quality point averages at the majority of state universities.
- k. Transfer credit is designated on transcripts with an appropriate letter or symbol in the grade field.
- l. Credit will transfer as either the course equivalent at the receiving institution, as elective credit within a specific department or as a general/free elective. Some state universities may transfer credit with an appropriate subject prefix code/number when neither the course equivalent nor comparable department exist.
- m. Credits earned in a quarter-hour system may be converted to semester hours. Students should consult the specific state university regarding its policy.
- n. At state universities, most majors are available to new transfers though space may be limited. Students should consult the specific state university they are interested in regarding program availability.
- o. Audited coursework does not transfer.
- p. Credit will not be granted for duplicate coursework or for two courses that cover the same/similar content.
- q. Commonwealth Honors Programs courses may transfer and satisfy Commonwealth Honors program requirements at the receiving institution. Students should consult the specific state university regarding its policy.
- r. Internship, co-op or field experience may not transfer or, if transferred, may not satisfy major requirements. Students should consult the specific state university regarding these experiences.

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2. Minimum Grades

- a. Most state universities require a minimum grade of a C- (1.70 on a 4.00 scale) for courses/credits to transfer. Students should consult the specific state university they are interested in regarding the minimum grade for transfer.
- b. Grades of D, D+, C- and CD (1.00 to 1.99 on a 4.00 scale) will transfer if they are for courses that are part of the General Education Foundation (formerly known as *MassTransfer* Block) and students have completed the Gen Ed Foundation with a cumulative grade point average of a 2.00 or higher. This does not apply to the Massachusetts Maritime Academy or Massachusetts College of Art and Design where a minimum grade of C (2.0) must be received for a course to transfer.
- c. Grades higher than C (2.00) may be required for admission to certain majors, for use as pre-requisite courses, and for application of credit to specific major requirements. If the minimum grade is not earned for such courses at the sending institution, students may have to repeat the course(s) at the receiving institution.
- d. Grades of Pass (P) will transfer to all state universities provided official transcripts/college catalogs stipulate that such grades are equivalent to a C/C-. Students should consult the state university of their choice regarding its policy.

3. Course Residency Requirement/Maximum Transfer Credit Allowed

All state universities require students to complete at least one-quarter (30 credits) of the credits of a bachelor's degree at that institution to be eligible to graduate. Some institutions require students to complete more than one quarter (30 credits), but not more than one-half (60 credits) of the credits be completed at that institution. Members of the Servicemembers Opportunity Colleges (SOC) Consortium must adhere to the Consortium's Academic Residency Requirements for service members at their institutions. Some institutions also have a course residency requirement for the major and a minor (if declared). If students change their major post-matriculation, credits in excess of the total number of credits required for a baccalaureate degree program may be required. Students should consult the specific state university regarding its policy. Some institutions may also have additional residency requirements for the receipt of degree or departmental honors. Students should consult the specific state university regarding its policy. The maximum amount of credit students may transfer varies by institution and in some cases by major. Students should consult the state university of their choice regarding its policy.

4. Alternative Sources of Credit

- a. Based on an institution's policy, credit may be granted for satisfactory scores on the following:
 - Advanced Placement (AP) exams
 - College Level Examination Program (CLEP)
 - International Baccalaureate (IB) Higher level exams
 - Advanced Level (A-Level) exams
 - Joint Services Transcript (JST) as certified by the American Council on Education (ACE)
 - DSST/SANTES (Defense Activity for Non-Traditional Education Support) exams.
- b. Official score reports are required in order to be considered for transfer credit, even when the official score reports have been provided to the sending institutions. Students should consult the specific state university regarding its policy.
- c. Credit will be granted for satisfactory scores on challenge or credit examinations based on an institution's policy.
- d. Credit may be granted for formal courses or examinations offered by various organizations, including government and military, based on the recommendation of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT).
- e. Credit may also be granted for learning from experience at work, volunteering in the community, military service, job training, etc. by some institutions for certain majors.

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- f. Academic credits earned through the evaluation of military occupation, training, experience, and coursework are transferable within the Massachusetts public higher education system in accordance with the *MassTransfer* Agreement.
 - g. Credit granted by one institution from alternative sources may not transfer to another institution.
 - h. Limitations or exclusions to granting of alternative or prior sources of credit may exist in some academic programs due to external accreditation or licensing rules and regulations. Students should consult the specific state university with regard to its credit-granting policies.
5. **Time Limits**
- a. Credit will transfer to the majority of state universities without time limits.
 - b. Some stipulations may apply to courses required for certain majors. Students should consult the specific state university regarding this policy.
6. **Student Appeals**
- All state universities maintain and publish a process for students to appeal decisions made about transfer credit. Students should contact the state university of their choice regarding the institutional appeal process and policy.
7. **Review and Amendment**
- The Department of Higher Education(DHE) every five (5) years will convene a group of state university transfer professionals to review these Principles and recommend amendments to the Department.
8. **Contact**
- Interested parties with comments or questions may contact Art Esposito of the Department of Higher Education at 857-278-9280 or aesposito@dhe.mass.edu.
9. **Adoption**
- These Massachusetts State University Transfer Principles were reviewed and initially approved by the DHE Academic Affairs Committee on January 28, 2020 and adopted by the Massachusetts Board of Higher Education on February 4, 2020.

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University of Massachusetts

Preamble

The University of Massachusetts campuses, in order to ease and clarify the process of transferring earned credit from one institution to another, whether among themselves or from other public/private institutions; to provide standards for the evaluation of alternative sources of credit; to reduce the time and cost of completing a college education and to increase the opportunities for graduation of their students, establish these UMASS Transfer Principles. These Principles respect the academic standards, quality and integrity of each UMASS campus.

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Introduction

In accepting undergraduate transfer credit from other institutions, the UMASS campuses apply these Transfer Principles to ensure that credit accepted reflects appropriate levels of academic quality and is applicable to students' programs. Each UMASS campus makes these Transfer Principles available to students and prospective students on their websites or through other communications. These principles reduce unnecessary barriers and protect the academic quality and integrity of each campus.

These Transfer Principles address issues of academic credit earned through coursework completed at one institution and transferred to another. They also address the related issue of credit earned through alternative sources of credit, such as examinations, professional courses, military training, and other prior learning experiences.

The Department of Higher Education has no state policy prohibiting institutions from awarding and accepting in transfer college-level academic credit for English Language Learner (ELL), English as a Second Language (ESOL), or any similar courses. Institutions are encouraged to consider the "Position Statement on Credit and Transfer of Community College Academic ESL Courses" of the Massachusetts Association of Teachers of Speakers of Other Languages (MATSOL), which includes the following:

In accordance with the [TESOL Position on Academic and Degree-Granting Credit for ESOL Courses in Post-Secondary Education](#), and consistent with the [Board of Higher Ed Strategic Plan on Equity \(mass.edu\)](#), MATSOL advocates that academic ESL courses carry degree-granting credit and be accepted for transfer at four-year institutions of higher education. Community colleges should award Elective credit (Humanities, Liberal Arts, General or other transferable graduation credit) and four-year institutions should uniformly accept that credit. Rigorous academic ESL courses are no different from other college language courses in terms of content, critical thinking skills, and culturally-responsive pedagogy.

English Language Learner (ELL) and English for Speakers of Other Languages (ESOL) courses are offered as both college-level and developmental-level across the state. Where they are offered as college-level courses, they should be treated as any other college-level course, and not treated as developmental.

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1. General Conditions

- a. Proof of high school graduation/GED/HiSet is required by each UMASS campus from those applying without an associate degree. Some UMASS campuses qualify this requirement by applying it only when students, at the time of application, have earned fewer than 24 college credits and have graduated from high school less than three years prior. Students should consult the UMASS campus of their choice regarding its policy. Those utilizing a State-approved transfer program inclusive of *MassTransfer* A2B Pathway are not required to submit proof of high school graduation/GED/HiSet at time of application. This does not include Dual Enrollment.
- b. Submission of ACT/SAT scores for admission is required by some UMASS campuses. Some UMASS campuses qualify this requirement by applying it only when students have earned fewer than 24 college credits and have been out of high school fewer than three to five years. Students should consult the UMASS campus of their choice regarding its policy. Students who complete a *MassTransfer* A2B Pathway are not required to submit ACT/SAT scores for admission. This does not include Dual Enrollment.
- c. For credit to transfer, generally courses must have been taken at an institution accredited by one of the six (6) regional accreditation agencies in the United States or, when allowed by college/university practice by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). An institution may consider courses taken at a non-regionally accredited institution within or outside the United State on an individual basis. Students should consult the UMASS campus of their choice about any special requirements for on-line courses as well as its policy and process used in evaluating credit.
- d. Credit may transfer as either the course equivalent at the receiving institution, as elective credit within a specific department or as a general/free elective. Some UMASS campuses may transfer credit with an appropriate transfer code/number when neither the course equivalent nor comparable department exist.
- e. Credits earned in a quarter-hour system will be converted to semester hours.
- f. Official transcripts from each institution at which students attempted one or more credit-bearing courses are required by each UMASS campus for credit to transfer. This includes international institutions attended as well as colleges/universities at which students completed Dual Enrollment courses while enrolled in high school.
- g. Students must be accepted by a UMASS campus and have declared their programs of study for credit to actually transfer.
- h. At minimum, credit may be granted for courses that apply to students' current programs of study.
- i. Once credit is transferred, it becomes part of students' permanent records maintained by the Registrar.
- j. Only credit for college-level courses may transfer.
- k. Credit for developmental coursework does not transfer. Satisfactory completion of developmental coursework may be used for placement purposes, resulting in students being cleared to register for college-level courses. Students should consult the UMASS of their choice regarding their specific policy.
- l. Credit, not grades, transfer. Grades of transfer courses are not utilized in calculating grade or quality point averages.
- m. Transfer credit is designated on transcripts with an appropriate letter or symbol in the grade field.
- n. Most majors are available to transfers on UMASS campuses though space may be limited. Students should consult the UMASS campus they are interested in regarding program availability.
- o. Audited coursework does not transfer.
- p. Credit will not be granted for duplicate coursework or for two courses that cover the same/similar content.

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2. Minimum Grades

- a. Each UMASS campus requires a minimum grade for courses to transfer. Students should consult the UMASS campus of their choice regarding their policy.
- b. Grades of D, D+, C- and CD (1.00 to 1.99 on a 4.00 scale) may transfer if they are courses that are part of the General Education Foundation (formerly known as *MassTransfer* Block) and students have completed the Gen Ed Foundation with a cumulative grade point average of a 2.00 or higher. Students should consult the UMass campus of their choice regarding its policy.
- c. Grades higher than C (2.00) may be required for admission to certain majors, for use as pre-requisite courses and for application of credit to specific major requirements.
- d. Grades of Pass (P) may transfer to UMASS campuses provided official transcripts/college catalogs stipulate that such grades are equivalent to a C- or higher. Students should consult the UMASS campus of their choice regarding its policy.

3. Residency Requirement/Maximum Credit Allowed

All UMASS campuses require students to complete between one-quarter (30 credits) and three-eighths (45 credits) of the credits of a bachelor's degree at that institution to be eligible to graduate. The maximum amount of credit students may transfer varies by institution and in some cases by major . Students should consult the UMASS campus of their choice regarding its policy.

4. Alternative Sources of Credit

- a. Based upon an individual institution's policy, credit may be granted for satisfactory scores on the following:
 - Advanced Placement (AP)
 - College Level Examination Program (CLEP)
 - International Baccalaureate (IB) Higher level exam
 - Advanced Level (A-Level) exams
 - Joint Services Transcripts (JST) as certified by the American Council of Education (ACE)
 - DSST/SANTES (Defense Activity for Non-Traditional Education Support) exams.
- b. Official score reports are required in order to be considered for transfer credit. Students should consult the specific UMASS campus regarding its policy , even when the official score reports have been provided to the sending institutions.
- c. Credit may be granted for satisfactory scores on challenge or credit examinations based on an institution's policy.
- d. Credit may be granted for formal courses or examinations offered by various organizations including government and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT).
- e. Credit may also be granted for learning from experience at work, volunteering in the community, military service, job training, etc. by some institutions for certain majors.
- f. Members of the Servicemembers Opportunity Colleges (SOC) Consortium adhere to the Consortium's Academic Residency Requirements for servicemembers at their institutions.
- g. Official score reports are required in order to be considered for transfer credit. Students should consult the specific UMASS campus regarding its policy , even when the official score reports have been provided to the sending institutions.
- h. Credit may be granted for satisfactory scores on challenge or credit examinations based on an institution's policy.
- i. Credit may be granted for formal courses or examinations offered by various organizations including government and military based on the recommendations of the American Council on Education (ACE) as found in its National Guide to College Credit for Workforce Training, a resource of its College Credit Recommendation Service (CREDIT).

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- j. Credit may also be granted for learning from experience at work, volunteering in the community, military service, job training, etc. by some institutions for certain majors.
- k. Members of the Servicemembers Opportunity Colleges (SOC) Consortium adhere to the Consortium's Academic Residency Requirements for servicemembers at their institutions.
- l. Academic credits earned through the evaluation of military occupation, training, experience, and coursework are transferable within the Massachusetts public higher education system in accordance with the *MassTransfer* agreement.
- m. Credit granted by one institution from alternative or prior sources other than that included by item G may not transfer to another institution.

5. Time Limits

- a. Credit will transfer to some UMASS campuses without time limits.
- b. Some stipulations may apply to courses required for certain majors. Students should consult the specific UMASS campus regarding this policy.

6. Student Appeals

Transfer students should consult the UMASS campus of their choice regarding courses/credit that did not transfer to ascertain what review process may be available.

7. Review and Amendment

The Department of Higher Education (DHE) from time to time will convene a group of UMASS transfer professionals to review these Principles and recommend amendments to the Department.

8. Contact

Interested parties with comments or questions may contact Art Esposito of the Department of Higher Education at 857-278-9280 or aesposito@dhe.mass.edu.

9. Adoption

These University of Massachusetts Transfer Principles were reviewed and approved by the Academic Affairs Committee on January 28, 2020 and adopted by the Massachusetts Board of Higher Education on February 4, 2020.

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MAST Course Equivalency Database

Introduction:

The Massachusetts Articulated System of Transfer (Database) course equivalency database began in 2012 as a statewide database of community college course equivalencies. By 2013, the Database had enlarged to encompass the state universities, and by 2014, the University of Massachusetts four undergraduate campuses, in addition to the community colleges.

Design:

The Database was designed to use an administrative catalog of courses to which the institutions would link their equivalents. This approach allowed institutions to retain their own course-coding systems, while at the same time articulating course-to-course equivalencies across all the Massachusetts public institutions of higher education. The administrative catalog of courses is not accessible to the general public, however, it is available to administrative and advising staff on the institutional campuses. The Database was designed primarily to identify course equivalencies from the community colleges to the state universities and University of Massachusetts campuses, but also is used to identify course equivalencies between community colleges.

Courses:

The courses in the Database consist primarily of general education courses and other courses that students are likely to take in their first two years of study in an academic discipline. Courses normally taken during the junior and senior years of a baccalaureate program generally are not included in the Database.

A2B Pathways:

While the Database was designed as a course-equivalency database, it has evolved to serve as the database for the development of associate degree to bachelor's degree pathways.

Annual Update:

In Spring, the MassTransfer Steering Committee will collaborate with the Director of Academic Policy and Student Success to ensure courses, equivalencies, and mapped pathways are up to date Prior to July 31.

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Information Sharing

- A. The Massachusetts public higher education institutions agree to share information about participating students as set forth in this Section, to the extent permissible under appropriate statutes, regulations and institutional policies regarding confidentiality of student records. This exchange of information allows institutions to provide students with the broadest range of academic choices and support services, thereby creating an environment conducive to academic success.
- B. To the extent permissible under applicable law, the Massachusetts community colleges agree to provide upon request the state universities and the University of Massachusetts campuses with directory information, as defined by the respective community college, such as names, addresses, and majors for participating students enrolled on their campuses.
- C. To the extent permissible under applicable law, the state universities and the University of Massachusetts campuses agree to provide non-identifying student information on *MassTransfer* students such as graduation and retention rates, grade point averages, and academic majors and degree programs upon request from the community colleges. Any release of such information shall not, directly or indirectly, transmit personally identifying information about any student who has not granted permission for participating institutions to share such information.
- D. Each state university and University of Massachusetts campus agrees to provide freshman applicants not offered admission with information on *MassTransfer* if the applicant is potentially suitable for participation. The state universities and University of Massachusetts campuses will provide the appropriate community college(s) with names and addresses of all such applicants who grant permission for the release of this information.
- E. In order to encourage students who are academically suspended, or who otherwise leave the state university or University of Massachusetts campus while not in good academic standing, to consider educational opportunities at the community colleges, the state universities and University of Massachusetts campuses agree to undertake reasonable efforts to provide community colleges with the names, addresses and other pertinent academic records of such students who grant permission for the release of this information.

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Oversight of *MassTransfer*

- A. The Department of Higher Education will bring the *MassTransfer* Steering Committee together once a semester. The *MassTransfer* Steering Committee will be composed of at least one representative from participating institutions. It is expected that the institutional representation will include individuals whose primary responsibilities involves transfer affairs.
- B. The *MassTransfer* Steering Committee may create Subcommittees including, but not limited to, Appeals, Statewide Transfer Alignment, and to address other issues that pertain to *MassTransfer* Policy issues and benefits.
- C. A subcommittee to update the *MassTransfer* Policy Guidelines will be formed every three years and will be charged with reviewing the guidelines.

Further Understandings

Notwithstanding any provision of this policy, *MassTransfer* does not:

- 1. Preclude community colleges or the state universities or University of Massachusetts campuses from entering into similar agreements with other institutions of higher education.
- 2. Prevent the state universities or University of Massachusetts from admitting community college students through existing admission processes.
- 3. Limit a state university or University of Massachusetts campus from eliminating a school, department or degree program.
- 4. Ensure eligibility for federal, state, or institutional financial assistance.
- 5. Provide any guarantees or representations regarding tuition rates or fees at the community colleges, state universities, or University of Massachusetts.