



ACCET Document 16.1 – Transfer of Credit Policy Checklist

Institution Name:

Institution Address:

ACCET-accredited institutions must ensure the fair and equitable treatment of students relative to transfer of credit. The following underlying principles guide an institution's policy on transfer of credit:

1. The best interests of students are served by facilitating the transfer of prior credit earned.
2. The provision of timely, accurate, and unambiguous information relative to institutional policies and practices serves the public interest.
3. The evaluation of transfer credits by receiving institutions is implemented in a fair, reasonable, and consistent manner.
4. The principal criterion an institution should use in evaluating transfer credits is the quality of the credits earned relative to comparability and applicability to the institution's program in which a student seeks to enroll.
5. The autonomy of the receiving institution's decision to award or reject such credits is to be respected.

Institutions accredited by ACCET must establish and implement a fair and equitable policy regarding the transfer of credit. The policy must be written, published in the catalog and other relevant publications, and disseminated to all students and prospective transfer students. The policy must include (1) the steps and criteria that will be utilized by the institution when making decisions related to transfer of credits earned at another institution of higher education and (2) a list of any institutions of higher education with which the institution has established articulation agreements.

At a minimum, the policy for accepting transfer credit must contain clear and accurate information about the following, as applicable:

1. Minimal acceptable grades and/or grade point average.
2. Types of courses that will be considered, including any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs. These are noted in the following ACE publications: *The National Guide to Educational Credit for Training Programs* and *The Guide to the Evaluation of Education Experiences in the Armed Services*.
3. Any options for earning credit through examinations such as the ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Testing (DSST), widely accepted industry certification, or institution-developed tests.
4. Any limits on the number of courses or credit hours that can be accepted for transfer and/or how recently the coursework was taken.
5. Any requirements for comparability of program content to the program in which the student will enroll.

6. Documentation that will be required (e.g., transcript, catalog, syllabi, or course outlines).
7. Procedures to be followed when requesting transfer of credit.
8. Procedures to be followed when appealing transfer of credit decisions.
9. Methods by which tuition and fees are adjusted to ensure a pro-rated tuition reduction for transfer credits awarded.
10. A description of potential ramifications for financial aid.
11. A description of any fees assessed for testing, evaluation, or granting transfer of credit.

If the institution believes it has a compelling reason for establishing a policy for not accepting any transfer credit, the institution must submit its rationale to ACCET for review and approval prior to implementation.

An institution may accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation, unless the institution can demonstrate a compelling reason to ACCET, such as the fact that although the institution is not accredited, its programs align and are consistent with established recognized industry training standards. An institution may not use accreditation as the sole factor in determining the acceptability of the credits for transfer from the institution at which they were earned.

The institution must also establish and implement policies and procedures to assist students when requesting transfer to other institutions, including, but not limited to, providing guidance or counseling and providing an official transcript, syllabi, or course outlines.

Further, any institution making statements relative to the acceptance of its coursework for credit by another institution must have documented evidence to support such statements.

Reviewed by:

Date: