

# TRANSFER-INSTITUTION

## Bill of Rights and Responsibilities

As members of the Higher Education Community, representatives of institutional administration, and advocates for the equitable and ethical treatment of all students, the American Association of Collegiate Registrars and Admissions Officers (AACRAO) hereby supports that all institutions that accept transfer students:

### Have the right to:

- Define what constitutes a transfer student and have a different definition of transfer student for differing internal processes or requirements.
- Expect students to provide official transcripts and other appropriate documentation for admission and/or the evaluation of transfer credit within a stated timeline.
- Deny admission or delay enrollment/registration if required documents are not received by the stated deadline.
- Evaluate and award transfer credit using a variety of factors, including but not limited to: age of credit, minimum earned grade, comparability of content, academic level, program accreditation, direct equivalency, and applicability to specific degree programs.
- Include or exclude transfer courses when calculating the student's grade point average (GPA); differences in GPA inclusion may exist when considering a student for honors, awards, or admission to specific programs.
- Require satisfactory completion of pre-requisite coursework prior to admission or enrollment.
- Establish and publish guidelines that identify the number of transfer students admitted to the institution, and/or to specific programs.
- Decline participation in articulation, consortium, or other agreements.
- Offer a distinct intake process for transfer students.
- Accept and apply prior learning credit based on a policy to include a list of acceptable sources, minimum scores or credit recommendations, and applicability to degrees or courses; or, not to accept prior learning.
- Request a third-party review of international transfer credit or require an English translation of an international transcript.

### And, have the responsibility to:

- Abide by the individual mission of the institution.
- Clearly identify the application and admission process for transfer students.
- Comply with the policies and requirements for admission and transfer credit articulation as identified by the institution's accrediting bodies, governing boards, and as applicable, state laws.
- Maintain and regularly update the institution's transfer credit policy and procedures, publishing them in a location easily accessible to students.
- Explain how prior learning credits are accepted and applied to degree programs.
- Honor official partnership programs or agreements that may affect transfer credit, admission requirements, scholarships, housing, or other stipulations.