

**Massachusetts Transfer Guarantee
Updated Memorandum of Agreement**

Between

**New England Board of Higher Education
Association of Independent Colleges and Universities in Massachusetts
Massachusetts Association of Community Colleges**

and

Massachusetts Four-Year Receiving Institution Signatory to the Guarantee MOA

February 2024

**Massachusetts Transfer Guarantee
Updated Memorandum of Agreement**

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I Background

In November 2019, the New England Board of Higher Education (NEBHE), received a three-year implementation grant co-funded by the Teagle Foundation and the Davis Educational Foundation to develop systematic transfer pathways between community colleges and independent colleges and universities in three New England states including Massachusetts. NEBHE is partnering with the Association of Independent Colleges and Universities in Massachusetts (AICU MASS) to establish the Massachusetts Transfer Guarantee, which ensures acceptance at an independent four-year institution for students graduating from a community college with an associate degree. Originally, the program was referred to as the Massachusetts Independent College Transfer Guarantee, however, a rebranding occurred in the summer of 2022 in anticipation of NEBHE's work scaling the Guarantee to Maine, Massachusetts, and Massachusetts, where the plan involved working with public four-year institutions as well as independent four-year institutions. In January of 2024, the MOA for the Massachusetts Transfer Guarantee was updated to reflect certain improvements that were made to the document in the northern New England states. While language is adjusted throughout for accuracy, the substance of the agreement has been adjusted in the following select places: Section IV. Roles and Responsibilities - New England Board of Higher Education; Section IV. Roles and Responsibilities – Massachusetts Guarantee Steering Committee; Section IV. Roles and Responsibilities – Massachusetts Transfer Guarantee Four-Year Receiving Institution; X. Data Collection and Reporting; XI. Terms and Withdrawal Provisions; Appendix F. Data Collection and Reporting.

II Massachusetts Transfer Guarantee

The Massachusetts Transfer Guarantee (Massachusetts Guarantee) builds upon existing Massachusetts' transfer policy for public institutions of higher education, with the intention of creating a seamless system of transfer in the state and expanding transfer options for Massachusetts community college students. The Massachusetts Guarantee ensures acceptance at a participating independent Guarantee institution for associate degree holding students who have met a minimum GPA requirement of 2.5. At the core of the Massachusetts Guarantee is an unwavering commitment to equity, opportunity and access for all students in higher education.

III Purpose

This Memorandum of Agreement (MOA) between the Association of Independent Colleges and Universities in Massachusetts (AICU MASS), the Massachusetts Association of Community Colleges (MACC), and the New England Board of Higher Education and Emmanuel College signed on February 26, 2024 serves as the agreement for the Massachusetts Guarantee. The MOA applies roles and responsibilities and terms and conditions to the signatories of this agreement. The signatories shall include the president of each organization or his/her designee.

IV Roles and Responsibilities

New England Board of Higher Education (NEBHE)

NEBHE was established in 1955 by the six New England governors and authorized as a regional higher education compact by Congress. NEBHE's mission is to promote greater educational opportunities and services for the residents of New England and its more than 230 colleges and universities.

Under the original August 2020 MOA for the Massachusetts Guarantee, NEBHE has:

1. Served as the administrator for the joint Teagle Foundation and Davis Educational Foundation grant award.
2. Allocated resources from the grant sources to support the Massachusetts Guarantee.
3. Coordinated the operation of the Massachusetts Guarantee Steering Committee.
4. Coordinated all aspects of the Massachusetts Guarantee in consultation with its primary partners - AICU MASS and MAAC.
5. Planned and delivered all state convenings.
6. Developed all necessary documents to guide and inform the implementation of the Massachusetts Guarantee.
7. Provided training to transfer advisors, admissions counselors and staff at community college and participating independent institutions.
8. Developed press release templates for use by partners and participating institutions.
9. Developed an agreement with the Massachusetts Department of Higher Education for website creation, maintenance and updating.
10. Developed and implemented a data collection and impact plan for the program.

Under the updated February 2024 MOA for the Massachusetts Guarantee, NEBHE will:

1. Continue to conduct an annual process for data collection and program updates.
2. Continue to produce an annual Guarantee enrollment report with state-level reporting for all states in which the Guarantee is enrolling students.
3. Continue to work on a public engagement plan for increasing awareness of the Massachusetts Guarantee among students, parents, and community college advisors.
4. Continue to engage with the campus-based liaisons (Guarantee Coordinators) on a quarterly basis.
5. Re-engage the Massachusetts Guarantee Steering Committee for a short period of time to accomplish the three objectives described in the relevant section under "Massachusetts Guarantee Steering Committee" below.

Association of Independent Colleges and Universities in Massachusetts

AICU MASS works with its member institutions to strengthen higher education, to advocate for need-based financial aid for Massachusetts students, and to address state and federal legislative and regulatory issues. The Association also promotes increased awareness of the significant contributions by colleges and universities to the cultural, economic, and knowledge-based prominence of the state. AICU MASS comprises 59 degree-granting, accredited, independent (private) colleges and universities across the Commonwealth.

Under the original August 2020 MOA for the Massachusetts Guarantee, AICU MASS has:
Promoted the Massachusetts Guarantee to its member institutions and other stakeholders in the state.

1. Served as a member of the Massachusetts Guarantee Steering Committee.
2. Advised on Guarantee policy and resource development.
3. Assisted with NEBHE's evaluation plan to measure impact of the Massachusetts Guarantee.

Under the updated February 2024 MOA for the Massachusetts Guarantee, AICU MASS will:

1. Continue to promote the Massachusetts Guarantee to its member institutions and other stakeholders in the state.
2. Send a representative to the Massachusetts Guarantee Steering Committee for the short period when the Steering Committee will be re-engaged to to accomplish the three objectives described in the relevant section under "Massachusetts Guarantee Steering Committee" below.

Massachusetts Association of Community Colleges

The MACC represents the fifteen state funded community colleges and their local Boards of Trustees. MACC supports Massachusetts' community colleges by coordinating statewide initiatives and convening stakeholders to fulfill the community college mission.

Under the original August 2020 MOA for the Massachusetts Guarantee, the MACC executive office:

1. Served as a member of the Massachusetts Guarantee Steering Committee.
2. Advised on Massachusetts Guarantee policy and resource development.
3. Assisted with NEBHE's evaluation plan to measure impact of the Massachusetts Guarantee.
4. Provided critical information on the Massachusetts Guarantee to community college presidents and institutional leaders in addition to other key staff such as transfer counselors.

Under the updated February 2024 MOA for the Massachusetts Guarantee, MACC will:

1. Continue to provide critical information on the Massachusetts Guarantee to community college presidents and institutional leaders in addition to other key staff such as transfer counselors.
2. Send a representative to the Massachusetts Guarantee Steering Committee for the short period when the Steering Committee will be re-engaged to accomplish the three objectives described in the relevant section under "Massachusetts Guarantee Steering Committee" below.

Massachusetts Guarantee Steering Committee

Under the terms of the original August 2020 MOA, the Massachusetts Guarantee Steering Committee served to guide the successful implementation of the Massachusetts Guarantee. The Steering Committee included representation from AICU MASS, MACC and NEBHE, the Massachusetts Department of Higher Education, community colleges and Massachusetts independent institutions.

Under the original August 2020 MOA for the Massachusetts Guarantee, Steering Committee members:

1. Provided strategic direction to NEBHE and its state partners in the adoption of the Guarantee.
2. Provided input into various Guarantee aspects including but not limited to: Guarantee design and Guiding Principles, state meeting agenda building, implementation guide, front-facing student information about the Guarantee, promotion and public engagement and technology needs.
3. Identified risks and challenges as well as offered advice to mitigate risks and surmount challenges.
4. Advised on institutional policy development and procedures prioritizing actions that need to be taken by NEBHE and its state partners to implement the Guarantee.
5. Advised on developing reporting and success metrics.
6. Served as the decision-making body on all aspects of the Massachusetts Guarantee.

Under the updated February 2024 MOA for the Massachusetts Guarantee, the Steering Committee will be re-engaged for a short period of time to:

1. Advise on the development of a sustainability plan for long-term operation of the Guarantee when grant funding is no longer available.
2. Advise on the formation of a permanent governance structure. Members of the current Steering committee will not be bound to serve as members of the permanent governance structure.

3. Participate in conversations regarding the relative benefits of submitting a proposal or proposals for smaller-dollar grant funding for sustaining the Massachusetts Transfer Guarantee.

Massachusetts Guarantee Participating Four-Year Receiving Institution

Under the revised February 2024 MOA, the participating four-year receiving institution will continue to:

1. Adhere to the Massachusetts Transfer Guarantee Guiding Principles and Foundational Design. See Appendix A and Appendix B, respectively.
2. Designate a Guarantee Coordinator. The Guarantee Coordinator will serve as the point of contact and coordinate the implementation of the Massachusetts Guarantee at the institutional level. This individual will also chair the Cross Functional Team focused on the implementation. See Appendix C for form and additional responsibilities.
3. Form an institutional Guarantee Cross Functional Team. Membership may include representation from the following: department heads, faculty members (including faculty involved with general education requirements), registrar's office, admissions, financial aid, and advising staff. The role of the Cross Functional Team is to advise the institution's administration on transfer policy, training faculty and staff, recruiting, marketing, transfer advising, accepting credits, onboarding, and data collection. See Appendix C.
4. Post information on the Massachusetts Guarantee on the institution's website (see Appendix D for details including standardized verbiage for inclusion).
5. Identify incoming Massachusetts Guarantee students in the institution's student information system.
6. Submit enrollment data and program updates to NEBHE on an annual basis (see Appendix G for details on data elements for institutional reporting).

V Articulation of Guarantee Transfer Pathways

Student Eligibility Criteria

To be eligible for the Massachusetts Guarantee, a student must have graduated with an Associate of Arts (AA) or Associate of Science (AS) from a Massachusetts community college and have an overall average of 2.5 GPA at minimum.

Eligibility is further outlined in the Foundational Design (Appendix A). Admission is guaranteed given the student has met all eligibility criteria for the selected institution, and the institution has available capacity within the intended major. Participating four-year independent institutions recognize that Massachusetts community college associate degree holding graduates have received a rigorous, high quality education, and, thus, are prepared to succeed at a four-year independent institution. To ensure maximum transferability of credits, students should be advised to follow [MassTransfer A2B Degrees](#).

Features and Benefits to Students

The Foundational Design (Appendix A) outlines the unique features of the Massachusetts Guarantee, which include:

1. Waived student application fee for all participating Massachusetts Guarantee independent institutions.
2. Guaranteed transfer of associate degree credits for courses successfully completed.
3. Guaranteed admission - given the student has met all eligibility criteria for the selected participating Massachusetts Guarantee institution, and the institution has available capacity within the intended major.
4. No admission essay required.
5. Automatic consideration for institutional aid, in the form of scholarships or grants.

6. Access to an institution that has committed to promoting a transfer-receptive culture.

Recommended Transfer Articulation Guidelines

In order to facilitate smooth and successful student transfer under the Massachusetts Guarantee, participating institutions should consider aligning their current transfer policies for community college graduates with [MassTransfer's Policy Guidelines and Implementation](#).

The Massachusetts Guarantee is modeled on [MassTransfer's A2B Degrees](#) - which are composed of the General Education Foundation (Gen Ed Foundation), specific major courses and other electives. It is recommended that participating Massachusetts Guarantee institutions apply the Gen Ed Foundation toward the fulfillment of the receiving institution's general education/distribution/core requirements. A student with a completed Gen Ed Foundation will have earned 34 credit hours, exclusive of developmental coursework. Receiving institutions should honor the awarding of credit for prior learning college-level credits as determined by the sending institution for students who transfer with the completed Gen Ed Foundation. Course grades below a C may transfer if they are part of the Gen Ed Foundation and students have completed the block with a cumulative grade or quality point average of 2.0 or higher. The transfer of all other non-traditional credits outside the Gen Ed Foundation will be honored at the discretion of the receiving institution.

If the receiving institution's general education requirements are more than the Gen Ed Foundation, the receiving institution may require the student to complete no more than six additional credits/two courses for the 34-credit Foundation or no more than 12 credits/four courses for the 28-credit Foundation. The receiving institution will determine which credits/courses shall be required.

Outside of the Gen Ed Foundation, participating Massachusetts Guarantee institutions may receive the major requirements and other electives at their discretion, while guaranteeing a minimum of 60 transferable credits and junior status upon enrollment. Participating institutions are encouraged to develop internal pathway maps (modeled upon MassTransfer A2B), in order to streamline the transfer process.

Recommended Transfer Credit Policy

Community college students frequently take courses and receive credit from multiple institutions or through credit for prior learning including, but not limited to Advanced Placement (AP) exams, International Baccalaureate Programme (IB), national standardized exams such as CLEP, challenge examinations, and Joint Service Transcript analysis for veterans or current members of the military, or online coursework. The determination to award credit from other institutions or for credit for prior learning is made in a community college transfer audit and through a graduation audit.

These audits serve to ensure that all associate degree earners have fully met degree requirements of the community college. While all relevant documentation in the form of scores reports and transcripts will be forwarded to the receiving institution, the receiving institution agrees to honor the community college graduation audit for credit issued. Detailed information regarding transfer of alternative sources of credit can be found in the [MassTransfer's Policy Guidelines and Implementation](#).

The recommended minimum course grade for transfer under the Massachusetts Guarantee is "C". Institutions may, however, elect to use the current course grade for transfer stipulated by the institution's existing policy. It is also recommended that institutions perform an automatic credit evaluation, rather than requiring the student to request an evaluation of their prior credit.

Institution Specific Transfer Policies Form

In Appendix D, institutions will stipulate any specific policies in the Institution Specific Transfer Policy Form.

Massachusetts Guarantee Pathway Selection Form

In Appendix E, institutions will identify the pathways (majors) offered within Massachusetts Guarantee Pathway Selection Form. In order to facilitate smooth and successful student transfer under the Massachusetts Guarantee, institutions should consider aligning their transfer pathways with the established [MassTransfer A2B Pathways](#).

VI Institutional Scholarships and Financial Aid

Massachusetts Transfer Guarantee partner institutions are committed to providing access through need-based financial aid as well as merit-based and/or Guarantee scholarships. Institutions are encouraged to offer incentives with clear criteria (ie: GPA-based merit aid) and to provide detailed information about how incentives discount the total cost of attendance. Institutions may establish their own incentives or discounting rates for the Massachusetts Transfer Guarantee. All institutional incentives and pertinent financial aid information will be posted on the institution's Massachusetts Transfer Guarantee webpage and on the student-facing statewide landing page in order to provide maximum transparency for students and families.

VII Student Advising

Community college transfer advisors will provide information and guidance to students pre-transfer through review of all transfer opportunities, which include the Massachusetts Guarantee opportunities.

Pre-application and post-transfer, participating independent four-year institutions will provide robust student support and wrap-around services. Services include, but are not limited to, academic guidance and counseling, academic support, orientations, peer advising, personal guidance and counseling, career services and supplemental services. Additional student services and commitments are outlined in the Guiding Principles (Appendix B).

VIII Massachusetts Guarantee Websites

The Massachusetts Guarantee will continue to have a highly visible and impactful web presence on the existing Massachusetts Department of Higher Education (DHE) MassTransfer website across multiple platforms that are tailored to different audiences.

A. NEBHE Site

The NEBHE Massachusetts Transfer Guarantee landing page will be hosted under the permanent New England Transfer Guarantee section of [nebhe.org](#). The primary audience for this site includes NEBHE stakeholders, such as State Higher Education Executive Officers, legislators and institutional leaders. This landing page will also host signed MOAs and link to the student-facing landing page.

B. Student-Facing Landing Page

Created with grant funding and described in the August 2020 MOA, the Massachusetts Transfer Guarantee student-facing landing page will continue to provide students with a one-stop-shop transfer experience. This landing page will continue to be hosted on the existing MADHE website. NEBHE will continue to be responsible for providing content

updates to MADHE, as well as updating information on participating institutions and pathways for the life of the grant and beyond.

Institutions are responsible for submitting website content via survey to NEBHE within two weeks of signing this agreement.

C. Institutional Webpages

Institutions are required to establish Massachusetts Transfer Guarantee specific pages on their websites within 30-60 days of signing this MOA. To support any new institutions joining the Massachusetts Transfer Guarantee following the release of this updated February 2024 MOA, NEBHE has provided an additional appendix (Appendix D) institutions with specific language for use on the institutional webpage, along with the state's official Guarantee program logo.

IX Student Outreach and Promotion

NEBHE, its partners, and all participating institutions will continue to co-promote the Massachusetts Transfer Guarantee through internally consistent outreach in the form of messaging, branding and information deployed across all promotional platforms including: press releases, marketing materials, social media channels, and other avenues that disseminate information to students, faculty and staff. NEBHE will provide all institutions with promotional materials in the form of logos and templates. Participating institutions are encouraged to promote their Massachusetts Transfer Guarantee offerings through their regularly scheduled transfer recruitment efforts.

X Data Collection and Reporting

Four-year receiving institutions are required to collect student-level enrollment data for all Massachusetts Transfer Guarantee students. Institutions use a state-specific spreadsheet, which they download, complete and submit to NEBHE via a secure platform (Appendix G). Each institution employs consistent unique student identification numbers to enable longitudinal tracking of otherwise deidentified Guarantee students. Data is submitted to NEBHE on an annual basis in April, a deadline developed in consultation with Institutional Research personnel. Institutions submit data for the fall and spring semesters only. NEBHE cleans and analyzes this data and then publishes state-level findings in an annual enrollment report each fall.

XI Term and Withdrawal Provisions

This agreement takes effect upon the signature of authorized representatives of each party and shall remain in effect for the foreseeable future. A party to the MOA may withdraw from the agreement by providing written notification to the other parties at least one year in advance of such withdrawal. For any institution that seeks to withdraw, this would require expunging all language pertaining to the institution's participation in the Massachusetts Transfer Guarantee from not only the student landing page but also institutional websites and marketing materials.

XII Other Provisions

This MOA expresses the entire agreement of the parties and shall not be modified or altered except in writing executed by the authorized written agreement of all parties.

XIII Signatories

Massachusetts Transfer Guarantee Four-Year Receiving Institution

Institution Name: Emmanuel College

Signatory Name and Title: Beth Ross, Ed.D., President _____

Signature: 

Date: February 27, 2024

Other Signatories to the Agreement

New England Board of Higher Education

Signatory Name: DocuSigned by: Michael K. Thomas, President & CEO

Signature: 

Date: March 3, 2024

Association of Independent Colleges and Universities in Massachusetts

Signatory Name: DocuSigned by: Rob McCarron, President & CEO

Signature: 

Date: March 4, 2024

Massachusetts Association of Community Colleges

Signatory Name: DocuSigned by: [Signature] kinnon, Executive Director

Signature: 

Date: March 3, 2024



Appendix A:
Massachusetts Guarantee Foundational Design

Eligibility

- Completion of an associate degree at a Massachusetts community college
- A minimum GPA of 2.5

Features

- Waived student application fee for all participating Massachusetts Guarantee independent institutions.
- Guaranteed transfer of associate degree credits for courses successfully completed.
- Guaranteed admission - given the student has met all eligibility criteria for the selected participating Massachusetts Guarantee institution, and the institution has available capacity within the intended major.
- No admission essay required.
- Automatic consideration for institutional aid, in the form of scholarships or grants.
- Access to an institution that has committed to promoting a transfer-receptive culture (see the Guiding Principles that are outlined in Appendix B).



Appendix B: **Massachusetts Transfer Guarantee Guiding Principles**

The Massachusetts Transfer Guarantee (Massachusetts Guarantee) is a student-centered approach to transfer, which provides eligible students with greater access, opportunity, and affordability at participating four-year independent institutions.

The Massachusetts Guarantee is guided by the following principles:

1. Students attend community colleges for a variety of purposes, including the goal of transferring to a four-year institution. Community college graduates bring to a receiving four-year institution enriched perspectives from their life experiences, persistence, diversity, and the academic preparation necessary to be able to graduate at a rate equal to or more likely higher than incoming high school graduates.
2. The demographic challenges facing New England, and especially Massachusetts, make community colleges essential to both public and independent four-year institutions.
3. The Massachusetts Guarantee is student-centered, taking into account life experiences, financial and support services needs, interests, aspirations, and/or cultural backgrounds.
4. The Massachusetts Guarantee builds upon the public four-year transfer pathways that have been established in Massachusetts and provides eligible students with the opportunity to transfer as juniors to a participating independent institution in their home state.
5. The Massachusetts Guarantee enables students to transfer without loss of credit counting towards graduation, provided that any minimum course GPA requirements of the receiving institution are met. Whether the credits are applied to a major, general education core or electives will be determined by the receiving institution. All institutional minimum grade requirements for transfer credit will be clearly stated and available to all prospective students.
6. Each independent college will designate a Guarantee Coordinator who will serve as the point of contact and coordinate the implementation of the Massachusetts Guarantee at the institutional level.
7. All Massachusetts Guarantee transfer pathways will include:



-
- a. Clear criteria for guaranteed admission, in most cases a minimum GPA; for programs that have additional admission requirements, these requirements will be clearly spelled out.
 - b. Clear information regarding total cost to complete the baccalaureate.
 - c. If incentives are offered, clear criteria for these incentives (such as GPA) and information about how any incentives will affect the total cost to degree.
8. Based upon research findings, community college students are far more likely to be successful if they receive support in the form of intensive advising that includes, academic guidance and counseling, academic support, peer advising, personal guidance and counseling, career services and supplemental services.
 9. Pre-application and post-acceptance support services are critical to the successful transition of community college graduates into four-year institutions and these services shall be provided by participating institutions.
 10. Participating four-year institutions will be encouraged to take into consideration the transfer slump many students experience and to develop academic good standing policies that wait until the end of the academic year to determine whether any transfer student (regardless of participation in the Massachusetts Guarantee) should be placed on academic probation.
 11. Community college transfer advisors provide students with the full range of public and independent four-year institution transfer options taking into consideration aspirations, goals, best fit, and affordability.
 12. Four-year institution participation is voluntary and the conditions for participation are included in a Memorandum of Agreement.
 13. Participating four-year institutions will provide annual Guarantee enrollment data to the New England Board of Higher Education (see Appendix G).



Appendix C: **Designated Guarantee Coordinator and Guarantee Cross Functional Team**

Guarantee Coordinator

Participating New England Transfer Guarantee four-year receiving institutions shall designate a Guarantee Coordinator (GC). At the institutional level, the GC will hold the title of Vice President of Enrollment, Dean of Admission; in some cases, the GC may be a designated senior admissions representative who is well versed in transfer. The GC will serve as the primary point of contact and main coordinator for the implementation of the Guarantee at the institutional level. Guarantee Coordinators will be actively supported by NEBHE facilitators. The GC will:

1. Participate in all implementation convenings, workshops and trainings.
2. Participate in quarterly GC meetings facilitated by NEBHE.
3. Collaborate with NEBHE facilitators on all aspects of institutional implementation.
4. Assemble and chair a Guarantee Cross Functional Team focused on the implementation of the Guarantee.
5. Coordinate with Institutional Research to submit Guarantee enrollment data to NEBHE on an annual basis.
6. Responsible for coordinating with institutional webmaster(s) to showcase clear and standard language (provided by NEBHE) about the Guarantee on the institution's transfer webpage.
7. Responsible for institutional promotion of the Guarantee at college and transfer fairs.
8. Participate in optional professional development sessions offered by NEBHE.

Each April when the data collection request is sent out to participating institutions, NEBHE will also recirculate a Guarantee Coordinator form that is available year-round on the NEBHE-hosted Guarantee webpage for each state. Participating institutions will be required to confirm or update the basic information for their GC each year via the aforementioned form.

Transition Procedure

If or when the designated GC resigns or moves to a new position—in between the annual checkpoints mentioned above—the participating institution is required to notify NEBHE facilitators no more than two weeks after the GC's departure using a form that is available on the NEBHE-hosted Guarantee webpage for each state. At that time, the institution must identify an interim or new permanent GC. The participating institution is responsible for onboarding the new GC, however, NEBHE facilitators are available to provide an individual informational session and technical assistance.

Please identify your institution's GC below:

Institution: Emmanuel College

Name: Kimberley Camasso

Title: Registrar



Email: camassok@emmanuel.edu

Phone: [617-735-9736](tel:617-735-9736)

Guarantee Cross Functional Team

Participating institutions are required to assemble a Guarantee Cross Functional Team (GCFT). The role of the GCFT is to advise the institution's administration on related transfer policy and practice, train faculty and staff, recruit students, promote and outreach, develop or solidify a transfer-receptive culture on campus, and use best practices for transfer advising and data collection. Membership may include representation from the following: department heads, faculty members (including faculty involved with general education requirements), registrar's office, admissions, financial aid, institutional research, communications, website administrator and advising staff. The GCFT shall be chaired by the GC or their designee and will:

1. Develop a communication structure to disseminate information on the Massachusetts Transfer Guarantee to all pertinent staff and faculty.
2. Meet quarterly to discuss updates, challenges and best practices.
3. Coordinate with both academic deans and Institutional Research to ensure timely program implementation and enrollment data collection, respectively.

The GC is responsible for providing assurances to NEBHE facilitators that a designated GCFT has been or will be assembled at their institution within 30 days of submission of this document to NEBHE. The GC shall retain and provide, if requested, the names and titles of the GCFT members.



Appendix D:
Institutional Transfer Page Website Language

Participating institutions are required to establish Massachusetts Transfer Guarantee pages on their websites within 30-60 days of signing this MOA. NEBHE will provide institutions with specific program description language (see example below), along with the official Massachusetts Guarantee program logo. Both will be delivered via email to the institution's GC.

Massachusetts Transfer Guarantee – Standardized Program Description

The Massachusetts Guarantee is a transfer partnership between Massachusetts community colleges and participating four-year colleges and universities. Eligible community college graduates are able to transfer seamlessly - admission guaranteed!

Massachusetts Transfer Guarantee Logos



**MORE
OPTIONS,
MADE EASY**



Appendix E: Institution Specific Transfer Policy Form

Institution Specific Transfer Policy

In order to facilitate smooth and successful student transfer under the Massachusetts Guarantee, institutions should consider aligning their current transfer policies with [MassTransfer's Policy Guidelines and Implementation](#).

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

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

Participating Massachusetts Guarantee institutions may either accept standard [MassTransfer's Policy Guidelines and Implementation](#) or stipulate institution specific transfer policies. Select one option below:

Institution will accept MassTransfer Policies

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

Specific institution transfer policies

- Minimum course grade for transfer credit (select one):

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

Accept institutional transfer policy's minimum course grade for transfer, which is C. Grade restrictions for specific major courses or pre-requisites still apply.



- Additional transfer policies:
 - (see below) Accept previous credits earned from Advanced Placement (AP) Exams that have been applied to the completion associate degree.
 - X Accept previous credits earned from College Level Examination Program (CLEP) that have been applied to the completion of the associate degree.
 - (see below) Accept previous credits earned from other exam sources that have been applied to the completion of the associate degree.
 - _____ Accept academic credits earned through the evaluation of military occupation, training, experience and coursework that have been applied to the completion of the associate degree.

- Other:

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

OTHER CREDIT ACCEPTED:

- Online courses accepted except for online labs (*in-person lab required for lab transfer credit*)
- Advanced Placement Exam (AP) with scores of 4 + 5
- International Baccalaureate (IB) High Level (HL) with scores of 4-7
 - *Standard Level (SL) not accepted for credit
- Cambridge A-Levels* with minimum grade of C
 - *AS-Levels not accepted for credit.

GENERAL EDUCATION REQUIREMENTS:

- Emmanuel College will require completion of one Religious Thought course if not already completed in transfer block.



Appendix G: Data Collection and Reporting

Data Collection and Reporting

Four-year receiving institutions are required to collect student-level enrollment data for all Massachusetts Transfer Guarantee students. Institutions use a state-specific spreadsheet, which they download, complete and submit to NEBHE via a secure platform. Each institution employs consistent unique student identification numbers to enable longitudinal tracking of otherwise deidentified Guarantee students. Data is submitted to NEBHE on an annual basis in April, a deadline developed in consultation with Institutional Research personnel. Institutions submit data for the fall and spring semesters only. NEBHE cleans and analyzes this data and then publishes state-level findings in an annual enrollment report each fall.

Definitions

Table 1 - Initial Student Enrollment Data - To be completed for the first semester of enrollment for all Guarantee students.

Table 1 should contain 1 row/record per student entering your institution for the designated data collection period. Each student should only be represented once.

Student ID No. Randomized Unique Student Number	Student ID number (or a consistent randomized unique student number to protect confidentiality)
Date of Birth	mm/dd/year
Gender/Sex	Male/Female
IPEDS Reported Race	Nonresident alien, Hispanic/Latino, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Two or more races, Race unknown
First-Generation Student	Y/N to whether student is classified as first-generation
Enrollment Intensity	Full-time, Part-time designation for students initial term of enrollment at the receiving institution
Cohort Term	The semester and year that the Guarantee student begins attending the receiving institution
Sending Community College Name	Name of institution where student earned their AA/AS/AAA/AAS
Community College Degree Type	AA (Associate of Arts), AS (Associate of Science), AAA (Associate of Applied Arts), AAS (Associate of Applied Science) and Other
Community College Program	Program/major of awarded degree



Name	
Community College GPA	Grade Point Average (GPA) upon degree conferral
CIP Code for Enrolled Guarantee Program	The 6-digit Classification of Instructional Programs (CIP) code for the program/major the Guarantee student is enrolled in. For undeclared students with no intended major, please leave the cell blank.
Number of Credits Received from Sending Institution	Total number of credits accepted for transfer
Number of General Education Credits Accepted	Total number of credits accepted from the student's general education core/block
Complete General Education Received/Waived	General Education requirements/core accepted as a block Y/N
Number of Credits Applied Towards Guarantee Program (Major Electives)	Total number of credits accepted and applied towards Guarantee program/major
Number of Credits Applied to Open Electives	Total number of credits accepted and applied as open or free electives

Table 2 - Term-Specific Data - To be completed for each term the students in Table 1 attended your institution.

Table 2 should contain 1 row/record for each term the students in Table 1 attended your institution. A new row should be used to represent each enrolled term for a student in Table 1.

Student ID No. Randomized Unique	Student ID number (or a consistent randomized unique student number to protect confidentiality)
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Student Number	
Term	The enrolled term on which you are reporting the term-specific data elements.
Pell Grant Status	Y/N to whether a student whether student is receiving financial assistance from the Pell Grant Program in the enrolled term.
Scholarship or Financial Aid Award Amount	Total of Federal Work Study, grants, scholarships, tuition waivers, tuition discounts, provided to students to meet expenses in the enrolled term. Does not include loans. Please use a blank to indicate when information is not available and a "0" to indicate when zero dollars were awarded.
Enrollment Status	Please use the following to characterize enrollment status: Enrolled, Completed, Not Enrolled, Withdrawn
Cumulative GPA	Cumulative GPA at the start of the specified term. If student is in their first term with the institution, please use "N/A" to indicate a Cumulative GPA does not yet exist.
Completed Guarantee Program	Name of Guarantee program/major associated with degree award. This column will only be filled in during the term when a student's enrollment status is "Completed."
Completion GPA	GPA upon degree conferral award. This column will only be filled in during the term when a student's enrollment status is "Completed."
Number of Credits Obtained at Time of Graduation	Total number of credits upon degree conferral award. This column will only be filled in during the semester when a student's enrollment status is "Completed"