



PUBLICATION OF POLICIES ON TRANSFER OF CREDIT

Policy Change Adopted on Second Reading

The Higher Learning Commission (HLC) Board of Trustees (“the Board”) adopted this policy on second reading at its meeting on June 23, 2022.

Background

Federal regulations provide that an institution’s policies related to transfer of credit must disclose certain information. Furthermore, an institution is required to make these policies publicly available. The adopted policy change ensures that HLC explicitly articulates the minimum requirements imposed by federal regulation that are required to be included in an institution’s policies related to transfer of credit.

HLC circulated these policy changes to the membership and other interested parties after the Board’s February 2022 meeting. No comments were received warranting changes in language.

Implementation

This policy is effective immediately.

Adopted Policy

Wording that was deleted or revised is shown as strikethrough (~~old wording~~); new language, whether through addition or revision, is shown in bold (**new wording**). These revisions have been made on HLC’s website at hlcommission.org/policies.

Policy Title: Publication of Transfer Policies

Number: FDCR.A.10.040

Each institution shall determine its own policies and procedures for accepting transfer credits, including credits from accredited and non-accredited institutions, from foreign institutions, and from institutions which grant credit for experiential learning and for non-traditional adult learner programs in conformity with any

expectations in HLC's Assumed Practices. An institution's periodic review of its transfer policies and procedures should include evaluation of their clarity to those who administer them, to the students who follow them, and to employers and other stakeholders. It should also include the consistency of their interpretation and application throughout the institution, as well as their responsiveness to new types of learning opportunities outside institutions of higher education.

An institution shall demonstrate that it has transfer policies that are publicly disclosed and that such policies include ~~a statement of criteria established by the institution regarding transfer of credit earned at another institution. An institution shall also demonstrate that it publishes a list of institutions or programs with which the institution has established articulation agreements to receive and send credit,~~ **at a minimum:**

- (1) Any established criteria the institution uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the institution will not accept credits;**
- (2) A list of institutions with which the institution has established an articulation agreement; and**
- (3) Written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning.**

Policy History

Last Revised: June 2022

First Adopted: October 1988

Revision History: Adopted October 1988, revised February 2011, revised February 2009, revised and renumbered June 2012, April 2013, June 2022

Notes: Former policy number: 4.0(c). In February 2021, references to the Higher Learning Commission as "the Commission" were replaced with the term "HLC."

Related Policies: CRRT.A.10.010 Eligibility Requirements, CRRT.B.10.020 Assumed Practices, CRRT.C.10.010 Recruiting, Admissions and Related Institutional Practices.