



students and transfer applicants from other institutions, program admission decisions will be based on criteria developed and published by the institution; these criteria shall provide fair treatment for institutional students and for transfer students.

#### Direction of Transfer

The direction of student transfer (two-year to four-year, four-year to two-year) shall not affect transferability of credit, unless so noted.

#### Academic Transcript

Institutions shall keep a complete student academic transcript. The transcript shall clearly identify each student and include all academic work for which the student was enrolled during each semester, the end-of-semester status in each course, grade and credit awarded. The transcript shall clearly indicate the source of the credit (i.e. examination, course, assessment of experiences). A statement explaining grading policy of the institution shall be part of each transcript.

#### Course Prerequisites

All requirements and prerequisites for entrance into courses and programs shall be stated in the official catalog in a consistent manner. The determination of such requirements and prerequisites is the responsibility of the applicable institution. Transfer students who have completed equivalent prerequisite courses and achieved an acceptable grade should not be required to repeat such prerequisite courses.

#### Earned Credit

A grade of "C" is the minimally acceptable grade for transfer of elective or specific course credit. In some instances, where noted, a higher grade may be required for specific course credit. A grade of "C" in those instances would be granted elective credit only.

#### Pass/Fail Credit

The application of pass/fail grading systems to transfer students shall be consistent with the application of those systems to students who entered the institution as freshmen in the same year as the transferring students. Transfer students should consult the catalog of the institution to which they are transferring regarding these policies.

#### Non-Traditional Learning and Evaluation of Credit

The determination of the credit value of non-traditional learning is typically achieved through an examination or other standardized or institutionally-accepted form of assessing prior learning. Such policies, where applicable, shall be clearly stated in the official catalog of the applicable institution.

For credit by examination, information must be available that includes the names of tests for

(CLEP), the receiving institution will accept the American Council on Education (ACE) recommended credit-granting score for the year in which the examination was taken.

Credit awarded through examination or other forms of assessment shall be identified as such on the transcript. The transcribed credits will be honored by the receiving institution unless inconsistent with published policies of the receiving institution.

#### Resolution of Equivalency Disputes

From time to time there may be inter-institutional disagreements among the faculty of subject matter disciplines. These disagreements shall normally be resolved at the chairperson level. Conflicts not resolved at the chairperson level shall be referred to the appropriate academic deans, who shall use their best efforts to reach mutual agreement.

Inter-institutional agreements shall be set forth in a single document entitled: Transfer Guide for Students: Rhode Island College and Bristol Community College (hereafter, the guide). The guide is an integral part of the articulation/transfer policy and procedures and shall be made available for use by students, faculty and staff via dedicated webpages for each college. The

General education program requirements shall be clearly stated in the institutional catalog and in the guide. Students who intend to transfer to another institution should review that institution's general education requirements and discuss their plans with admissions counselors or advisors in their intended majors.

### Transfer Minors

Rhode Island College's transfer minor policy recognizes knowledge obtained through specified associate degree programs at Bristol in areas for which Rhode Island College does not currently offer a major or minor. While minors are not required at Rhode Island College, completing a transfer minor can add value to an undergraduate degree for internships, employment or graduate school, giving students a "stackable credential."

Students who complete an associate degree at Bristol in one of the approved programs are eligible for a transfer minor to be posted on their Rhode Island College transcript.

Students who intend to transfer must inform themselves of the transfer admission requirements, and the program and degree requirements of the institution to which they expect to transfer. Course transfer information is available on the college websites.

Students have the right to seek assistance from advising staff at Bristol Community College and Rhode Island College during the transfer process to maximize credit transfer and ensure a smooth transition. Course transfer will be reviewed at the time students apply for transfer.

Students who through no fault of their own encounter legitimate difficulties in transferring from one institution to another must seek resolution of these difficulties through institutional procedures. Students who have exhausted all administrative remedies available at the institution to which the transfer credit is being sought and who have been unable to satisfactorily resolve the problem, may appeal in writing to the articulation/transfer officer at the institution that awarded the credit. The articulation/transfer officer shall receive and consider all relevant materials and shall review the cases with appropriate representatives of the receiving institution so that a mutual determination may be made as to the transferability of the courses or earned credits being contested.