



August 2020

- I. Background
- II. Massachusetts Independent College Transfer Guarantee
- III. Purpose
- IV. Roles and Responsibilities
 - ! New England Board of Higher Education
 - ! Association of Independent Colleges and Universities in Massachusetts (AICUM)
 - ! Massachusetts Association of Community Colleges (MACC)
 - ! Massachusetts Guarantee Steering Committee
 - ! Massachusetts Guarantee Participating Independent Institution
- V. Articulation of Transfer
 - ! Student Eligibility Criteria
 - ! Features and Benefits to Students
 - ! Recommended Transfer Articulation Guidelines
 - ! Recommended Transfer Credit Policy
 - ! Institution Specific Transfer Policies Form
 - ! Massachusetts Guarantee Pathway Identification Form
- VI. Institutional Incentives and Financial Aid
- VII. Student Advising
- VIII. Massachusetts Guarantee Website
- IX. Promotion
- X. Data Collection and Reporting
- XI. Terms and Withdrawal Provisions
- XII. Other Provisions
- XIII. Signatories
 - A. Foundational Design
 - B. Guiding Principles
 - C. Designated Guarantee Coordinator & Guarantee Cross Functional Team Form
 - D. Institution Specific Transfer Policies Form
 - E. Massachusetts Guarantee Pathway Identification Form
 - F. Data Collection and Reporting Variables

August 2020

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 (AICUM) to establish the Massachusetts Independent College Transfer Guarantee, which ensures acceptance at an independent four-year institution for students graduating from a community college with an associate degree.

The Massachusetts Independent College 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 will ensure 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.

This Memorandum of Agreement (MOA) between the Association of Independent Colleges and Universities in Massachusetts (AICUM), the Massachusetts Association of Community Colleges (MACC), and the New England Board of Higher Education and _____ signed on _____ 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.

NEBHE was established in 1955 by the six New England governors and authorized as a

3. Allocate resources from the grant sources to support the Massachusetts Guarantee.
4. Coordinate the operation of the Massachusetts Guarantee Steering Committee.
5. Coordinate all aspects of the Massachusetts Guarantee in consultation with its primary partners - AICUM and MCAA.
6. Plan and deliver all state convenings.
7. Develop all necessary documents that guide and inform the implementation of the Massachusetts Guarantee.
8. Provide training to transfer advisors, admissions counselors and staff at community college and participating independent institutions.
9. Develop press release templates for use by partners and participating institutions.
10. Develop an agreement with the Massachusetts Department of Higher Education for website creation, maintenance and updating.
11. Develop a public engagement plan.
12. Develop and implement project data collection and impact plan.
13. Develop resources that support the implementation of the Massachusetts Guarantee.

AICUM 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. AICUM comprises 60 degree-granting, accredited, independent (private) colleges and universities across the Commonwealth. Under the Massachusetts Guarantee AICUM will:

4. Provide

5. Post information on the Massachusetts Guarantee on the institution's website.
6. Identify incoming Massachusetts Guarantee students in the institution's student information system.
7. Submit annual reports to NEBHE that include outcome-based data for students admitted under the Massachusetts Guarantee. These reports will be compiled for each participating institution into a summary report for the Massachusetts Guarantee Steering Committee to measure progress.
8. Provide, if requested by NEBHE, permission for the National Student Clearinghouse to share institutional data on Guarantee students. The purpose of gaining access would be to conduct research and ascertain state impact.

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](#).

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 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.

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,

regarding transfer of alternative sources of credit can be found in the [MassTransfer 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.

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

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).

NEBHE will collect data from participating Massachusetts Guarantee institutions beginning in Fall 2021. Data include enrollment of students under the Guarantee, persistence and completion. A complete list of data variables can be found in Appendix F.

Under this agreement, using data from participating institutions, NEBHE will produce an annual report that measures impact and progress over time. The report will include institutional and



-
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. Independent 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 Independent institution participation is voluntary and the conditions for participation are included in a Memorandum of Agreement.
 13. Independent institutions will provide annual transfer data to the New England Board of Higher Education. Data will include enrollment of students under the Massachusetts Guarantee, persistence and completion.



Participating Massachusetts Independent College Transfer Guarantee institutions shall designate a Guarantee Coordinator. The Guarantee Coordinator will coordinate the implementation of the Massachusetts Guarantee at an institutional level. The Guarantee Coordinator will:

- " Participate in all Massachusetts Guarantee implementation convenings, workshops and trainings.
- " Collaborate with NEBHE Guarantee Project Director in all aspects of institutional implementation.
- " Assemble and chair a Guarantee Cross Functional Team focused on the implementation of the Massachusetts Guarantee.
- " Submit an annual Guarantee report to the New England Board of Higher Education.

The Guarantee Coordinator is responsible for convening a Guarantee Cross Functional Team. Membership can include representation from the following: department heads, faculty members (including faculty involved with general education requirements), registrar's office, admissions, and advising and counseling 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.

The Guarantee Coordinator provides assurances that a designated Guarantee Cross Functional Team has been or will be assembled at their institution within 30 days of submission of this document to the New England Board of Higher Education. The Guarantee Coordinator shall retain and provide, if requested, the names and position of the Guarantee Cross Functional Team members.

NICHOLS COLLEGE

William Boffi

Vice President for Enrollment

William.Boffi@nichols.edu

508-213-2428



which is _____(enter minimum course grade). Grade restrictions for specific major courses or pre-requisites still apply.

" Additional transfer policies:

Accept previous credits earned from Advanced Placement (AP) Exams that have been applied to the completion associate degree.

Accept previous credits earned from College Level Examination Program (CLEP) that have been applied to the completion of the associate degree.

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



Please identify the pathways (majors) your institution wishes to offer through the Massachusetts

Undergraduate Adult BSBA Concentrations (Online & On- campus):

- Accounting
- Criminal Justice Management
- General Business
- Human Resource Management
- Management

- " Institution name
- " Participating students disaggregated by:
 - ! Transferring community college
 - ! Pell Grant status (as a proxy for family income), if



This includes low-income as measured by Pell eligibility and those students who are traditionally underserved. Subsequent reports will add metrics such as persistence rates, and, in years two and three, credential attainment. NEBHE will investigate whether the National Student Clearinghouse can provide the identified data at an affordable cost to ease the reporting burden of institutions.

Qualitative data will be derived using surveys of enrollment managers, transfer admissions directors and students. NEBHE will utilize an evaluation consultant to develop the surveys, determine the best methods for deploying the surveys and interpreting the results.