



# Greenfield Community College

One College Drive, Greenfield, MA 01301-9739

## Transfer Credit Policy

*MassTransfer* is the new streamlined process for students to transfer and complete a degree in Massachusetts public higher education. *MassTransfer* requires all public colleges to establish and publish a transfer student appeals process. Greenfield Community College's transfer credit policy, including its appeals process, follows.

### A. For students transferring credit to Greenfield Community College

1. Students seeking to transfer credit earned at another college to Greenfield Community College must provide an official transcript from the other college to the GCC Admission Office. GCC prefers to receive these transcripts directly from the other college. Students who submit the transcripts in person must include them in sealed envelopes. The transcripts must bear the official seal of the other colleges. Photocopies and facsimiles are not acceptable.
2. The GCC Transfer Credit Evaluator will evaluate transcripts based on the program to which GCC has admitted the students. GCC will grant transfer credit only to courses that apply to students' programs of study at GCC.
3. Students who change their major programs of study at GCC may request that the Transfer Credit Evaluator reevaluate their transcripts based on the new programs of study.
4. GCC will generally grant credit only for courses in which students earn a grade of C- (1.65 quality points) or higher. GCC will not grant credit for courses in which students earn lower than C- or which are graded on a pass/fail or credit/no credit basis. A specific program, however, may require a grade higher than C- as a prerequisite for a course or as a requirement for admission to the program.
5. For students transferring to GCC who have completed the *MassTransfer* Block, GCC will grant credit for courses in which students earn a grade of D (1.00) or higher whenever a grade of D is allowed for native GCC students.
6. GCC will grant credit either for the equivalent courses at GCC, if they exist, or for courses within a comparable department at GCC, if the departments exist. Courses for which no equivalent course exists, but which are acceptable as transfer credit, will be designated with the most appropriate three-letter department codes and the course number of 999.
7. GCC does not transfer grades; only credits will transfer to GCC.
8. GCC generally grants transfer credit only for credit earned at regionally accredited colleges in the United States.

9. GCC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.
10. GCC follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs. These guidelines are published at <http://www.acenet.edu/AM/Template.cfm?Section=CCRS>.
11. The GCC Transfer Credit Evaluator will notify students of the transfer credit granted within a reasonable period of time, generally not to exceed two weeks following receipt of the official transcripts.
12. **Appeal Process:** Students who disagree with the transfer credit decisions at GCC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by GCC.
  - a. Students first must appeal the transfer credit decision to the Transfer Credit Evaluator.
  - b. If the disagreement is not resolved with the Transfer Credit Evaluator, students may appeal to the appropriate Department Chair or Program Coordinator.
  - c. If the disagreement is not resolved with the appropriate Department Chair or Program Coordinator, students may appeal to the appropriate Associate Dean.
  - d. If the disagreement is not resolved with the appropriate Associate Dean, students may appeal to the Dean of Student and Academic Affairs. The decision of the Dean of Student and Academic Affairs shall be final and not subject to appeal.
  - e. The *MassTransfer* Ombudsperson at GCC is available to assist students at any point in the appeal process.

**B. For students transferring credit from Greenfield Community College**

1. Students seeking to transfer credit earned at Greenfield Community College to another college must submit a signed Transcript Request Form to the GCC Enrollment Services Office. Students may send one transcript at no charge. Subsequent transcripts cost \$2.00 each. Signed requests are necessary to send transcripts.
2. The Enrollment Services Office will send transcripts within three days of receiving the signed request and fee, if applicable, to the college or colleges indicated on the Transcript Request Form. Whenever possible, students should indicate a specific person or office to which the transcripts should be sent.
3. Students who want their transcripts to include certificates and degrees earned must request that those transcripts be sent after the appropriate graduation date for those certificates and degrees.

4. GCC will not send transcripts for students who have outstanding financial or property obligations to the college. All obligations to the college must be cleared before transcripts will be sent.
5. Transfer credit granted by other colleges will be governed by the policies and procedures of those colleges.
6. **Appeal Process:** Students who disagree with the transfer credit decisions of other colleges may appeal those decisions as follows.
  - a. Students first must appeal to the transfer credit evaluator at the other college. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by the other college.
  - b. If the disagreement is not resolved with the transfer credit evaluator at the other college, students may consult with the Transfer Coordinator at GCC, who may contact colleagues at the other college to investigate the situation and advocate on students' behalf.
  - c. The *MassTransfer* Ombudsperson at GCC is available to assist students at any point in the appeal process.

**C. Initial contact people at Greenfield Community College**

- Laura Earl, Transfer Credit Evaluator, [earl@gcc.mass.edu](mailto:earl@gcc.mass.edu), (413) 775-1816, N207
- Heather Hoyt, Registrar, [heather@gcc.mass.edu](mailto:heather@gcc.mass.edu), (413) 775-1813, N219
- Kathy Maisto, Transfer Coordinator, [maisto@gcc.mass.edu](mailto:maisto@gcc.mass.edu), (413) 775-1207, N213
- Kate Finnegan, *MassTransfer* Ombudsperson, [finnegan@gcc.mass.edu](mailto:finnegan@gcc.mass.edu), (413) 775-1125, E118A
- David Ram, Dean of Student and Academic Affairs, [ram@gcc.mass.edu](mailto:ram@gcc.mass.edu), (413) 775-1800, N203