



Procedure for Signing the MACRAO Transfer Agreement

In order for a MACRAO Institution to sign the MACRAO Articulation Agreement the following steps should be followed;

- The Institution must be a member in good standing of the MACRAO Organization
- The institution must complete the MACRAO Transfer Agreement Form which includes a description of how the agreement is to be applied at the institution and any provisos or exceptions. The [Chair](#) of the College Articulation Committee may be contacted for assistance in completing the request.
- The official request, signed by the institution's president, will be submitted to the College Articulation Committee for review.
- The official request and the College Articulation Committee's recommendation will be forwarded to the Executive Committee for approval.
- A representative of the Executive Committee will inform the institution of the outcome of the request. If the request is denied, the reason and suggestions for resubmitting the request will be included.

Guidelines for the MACRAO Transfer Agreement

1. The purpose of the MACRAO Transfer Agreement is to make it easier for students to transfer general education requirements from participating community colleges to participating four-year colleges and universities. When this agreement was originally written, it was expected that students would transfer only once. Over time it has become apparent that that is rarely the case. Consequently, all of the participating institutions should make it a priority to help students utilize courses they have already completed at various colleges toward the goal of satisfying general education requirements.
2. The sending institution will determine which courses can be applied to each MACRAO category. Developmental courses and courses of a vocational nature will not be included. In each category except English composition, students must choose from at least two academic disciplines. The minimum requirements of the MACRAO Transfer Agreement shall include:
 - 6 semester hours of English composition,
 - 8 semester hours of Science/Mathematics (at least one lab science experience must be completed),
 - 8 semester hours of humanities, and
 - 8 semester hours of social sciences.
3. The sending institution may use credits earned by the student at other regionally accredited institutions toward completion of the MACRAO agreement requirements. In keeping with the purpose of the MACRAO agreement, community colleges should apply transferred courses that meet the spirit of a MACRAO category.
4. Upon student request, the sending institution will review a student's transcripts for completion of the MACRAO Transfer Agreement. If it is determined that a student has fulfilled the requirements of the agreement, "MACRAO Agreement Satisfied" shall be placed on the student's transcript. Sending institutions are encouraged to automatically review the transcript when a student earns an associate degree.
5. The receiving institution will determine a specific set (or block) of general education requirements (all or a subset of the institution's general education program) that will be satisfied by any student whose transcript is endorsed as "MACRAO Agreement Satisfied". The receiving institution will consider these requirements satisfied if a transcript includes the MACRAO satisfied stamp.
6. The MACRAO agreement endorsement applies only to satisfying the general education program. The receiving institution will determine transferability, equivalence and applicability of individual courses in meeting major, minor or other graduation requirements.
7. Institutions shall maintain their respective policies regarding the transfer of courses in which a "C" grade or lower was earned or classes taken on a credit/no credit basis. Therefore, although the MACRAO transfer package will be accepted as a whole to satisfy the specified general education requirements, there is no guarantee that each of the courses will be granted credit toward the major or toward the total credits required for graduation by the receiving institution.
8. Any additional general education requirements beyond the basic two-year requirements (specified requirements satisfied by the MACRAO Agreement) must be applied equally to other students at the institution.
9. Any provisos or exceptions to the agreement must be specified when the institution agrees to participate in the MACRAO Agreement. These should be clearly explained and must not undermine the integrity of the MACRAO agreement. Any changes in provisos or exceptions must be promptly reported and updated on the MACRAO website.



MACRAO TRANSFER AGREEMENT FORM

_____ agrees to participate in the MACRAO Transfer Agreement
(Name of institution)

as a _____ institution and agrees to accept and implement the attached Guidelines for the
(sending/receiving)

MACRAO Transfer Agreement.

Signed: _____ Title: _____ Date: _____

Approved: _____ Date: _____
MACRAO President

Use the space below to explain any provisos, exceptions or limitations to the agreement. These should be clearly explained and kept to a minimum. Please send the completed form to the current [Chair](#) of the MACRAO College Articulation Committee.